

RENCANA PELAKSANAAN PEMBELAJARAN

Satuan Pendidikan : SMA Negeri Ngoro
Kelas / Semester : XII (Dua Belas) / Genap
Tema : Teks Fungsional
Sub Tema : Teks Prosedur
Pembelajaran ke : 1
Alokasi waktu : 10 Menit

A. TUJUAN PEMBELAJARAN

1. Melalui kegiatan berdiskusi dan menjawab pertanyaan, peserta didik dapat menentukan bentuk, unsur kebahasaan, dan fungsi sosial dari teks prosedur tulis berbentuk manual dan tips dengan tepat.
2. Melalui kegiatan presentasi, peserta didik dapat menjelaskan bentuk, unsur kebahasaan, dan fungsi sosial dari teks prosedur tulis berbentuk manual dan tips dengan benar.

B. KEGIATAN PEMBELAJARAN

Kegiatan	Deskripsi Kegiatan	Alokasi Waktu
Pendahuluan	Guru membuka pembelajaran dengan salam dan doa.	2 menit
	Guru memeriksa kehadiran peserta didik.	
	Guru mengaitkan topik yang akan dipelajari dengan kehidupan keseharian siswa	
	Guru menyampaikan motivasi dan mengaitkannya dengan materi sekaligus memperkenalkan materi dan kompetensi yang diharapkan.	
Inti	Guru meminta peserta didik untuk membaca contoh teks prosedur dalam modul kemudian mengamati bentuk serta menyimpulkan informasi di dalam teks tersebut.	7 Menit
	Guru memberikan penjelasan terkait bentuk, informasi, dan kebahasaan dalam teks prosedur yang berupa manual maupun tips.	
	Peserta didik membentuk kelompok dan mengerjakan modul: <ol style="list-style-type: none">a. Peserta didik secara berkelompok mendiskusikan informasi yang terdapat dalam teks sesuai dengan pertanyaan yang diberikan.b. Peserta didik melengkapi paragraf yang rumpang dengan <i>action verb</i> yang sesuai sehingga memebentuk kalimat imperative yang benar.c. Peserta didik diminta menyusun paragraf yang disusun secara acak menjadi paragraf yang benar.	

	Peserta didik dengan kelompoknya kemudian mempresentasikan jawaban mereka dan membahas hasil jawaban mereka dengan bantuan guru secara bersama-sama.	
Penutup	Siswa diajak untuk menyimpulkan hasil pembelajaran pada hari tersebut bersama-sama.	1 menit
	Guru memberikan refleksi kemudian menutup pembelajaran.	

C. PENILAIAN PEMBELAJARAN

1. Penilaian Sikap

Penilaian sikap dilakukan dengan menggunakan tabel penilaian antar teman. Peserta didik diminta mengisi angket tersebut setelah selesai melakukan diskusi kelompok. Kertas angket tersebut kemudian dikumpulkan kepada guru.

2. Penilaian Pengetahuan

Penilaian pengetahuan dilakukan dengan menggunakan lembar kerja siswa. Peserta didik diminta mengerjakan soal dengan cara berdiskusi.

3. Penilaian Keterampilan

Penilaian keterampilan dilakukan dengan menggunakan rubric. Peserta didik dengan kelompoknya diminta mempresentasikan jawaban mereka dan alasan untuk jawaban yang mereka berikan.

**Mengetahui,
Kepala SMA Negeri Ngoro**

**Ngoro, 5 Januari 2022
Kepala Perpustakaan**

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LAMPIRAN:

1. Instrumen Penilaian

a. Penilaian Sikap

Nama Penilai : _____
Nama Teman : _____
Tanggal Penilaian : _____
Kelompok : _____

No.	Pernyataan	Ya	Tidak
1.	Teman saya aktif untuk duduk dan mencari teman sekelompok		
2.	Teman saya berbicara dengan sopan dan tidak suka memotong pembicaraan.		
3.	Teman saya ikut aktif bekerjasama dengan anggota kelompok yang lain.		
4.	Teman saya melaksanakan keputusan dengan baik dan tidak mengulang.		
5.	Teman saya tidak memaksakan kehendak/pendapatnya kepada kelompok.		
6.	Teman saya tidak mengejek/mempermalukan pendapat orang lain dalam kelompok.		
7.	Teman saya ikut aktif mendiskusikan dan menyelesaikan permasalahan dalam kelompok.		
8.	Teman saya menjalankan kesepakatan yang telah dibuat dalam kelompok meskipun kesepakatan tersebut tidak sejalan dengan ide/pendapat awalnya.		
Jumlah jawaban			

b. Penilaian Pengetahuan

1) Menjawab pertanyaan berdasarkan teks.

1. What is the intention of the manual above?
2. Why does the manual written in steps?
3. The manual is written in form of instruction. Why is it so?
4. For whom is the manual intended to?
5. When can you open the pressure cookware?

2) Menyusun paragraf acak.

1. Turn the machine on.
2. Separate the colored clothes from others and put them in the washing machine.
3. Next, wait for the tub to fill with water.
4. Set it to the wash selection and pour the detergent powder in.
5. After that, set the knob to rinse for 3 minutes. Do this twice for a good rinsing.
6. Set the knob to the wash selection and turn it to wash the clothes.
7. Put the wet clothes into the drying compartment, wait until it finished, and take out the clothes.
8. After the washing process finish, let the clothes drain through the drain hose.

3) Melengkapi kalimat rumpang.

1. _____ a Regular Sleep Routine.
2. _____ a Sleep-Friendly Environment.
3. _____ Caffeine After 2:00 p.m.
4. _____ Exercise Right Before Bed.
5. _____ a Tech-Free Zone.

KUNCI JAWABAN

1) Menjawab pertanyaan berdasarkan teks.

1. It aims to tell the reader about how to use pressure cooker.
2. So that the reader can understand better and easier.
3. To make it simple and effective (clearer things to do).
4. For those who needs to use pressure cooker.
5. When the valve or safety lock pin has gone down.

2) Menyusun paragraf acak.

2 – 1 – 3 – 4 – 6 – 8 – 5 – 7

3) Melengkapi kalimat rumpang.

1. **Keep** a Regular Sleep Routine.
2. **Prepare** a Sleep-Friendly Environment.
3. **Avoid** Caffeine After 2:00 p.m.
4. **Do not** Exercise Right Before Bed.
5. **Create** a Tech-Free Zone.

PEDOMAN PENSKORAN

$$\text{Nilai} = \frac{\text{Jawaban benar}}{\text{Jumlah soal}} \times 100$$

c. Penilaian Keterampilan

No.	Kriteria Penilaian	Nilai		
		5	3	1
1.	Presentasi kelompok	<ul style="list-style-type: none"> • Presentasi dilakukan dengan kompak oleh seluruh anggota kelompok • Presentasi dilakukan dengan lancar 	<ul style="list-style-type: none"> • Presentasi dilakukan dengan kompak oleh seluruh anggota kelompok • Presentasi dilakukan dengan terbata-bata/terputus-putus 	<ul style="list-style-type: none"> • Presentasi dilakukan oleh beberapa anggota kelompok saja • Presentasi dilakukan dengan terbata-bata/terputus-putus
2.	Penjelasan dan jawaban	<ul style="list-style-type: none"> • Jawaban yang dijelaskan benar • Kelompok menjelaskan alasan pemilihan jawaban dengan sederhana dan jelas 	<ul style="list-style-type: none"> • Jawaban yang dijelaskan benar • Kelompok menjelaskan alasan pemilihan jawaban dengan berputar-putar/kurang jelas 	<ul style="list-style-type: none"> • Jawaban yang dijelaskan salah
3.	Menanggapi pertanyaan	<ul style="list-style-type: none"> • Dapat menjawab sanggahan/pertanyaan melalui diskusi kelompok dengan baik. • Mampu menghadapi sanggahan atau pertanyaan dengan baik 	<ul style="list-style-type: none"> • Tidak melibatkan kelompok dalam menjawab pertanyaan/sanggahan. • Kurang mampu menghadapi sanggahan atau pertanyaan dengan baik 	<ul style="list-style-type: none"> • Tidak melibatkan kelompok dalam menjawab pertanyaan/sanggahan. • Tidak mampu menghadapi sanggahan atau pertanyaan dengan baik

PEDOMAN PENSKORAN

$$\text{Nilai} = \frac{\text{Jumlah skor}}{0,15}$$

2. Materi Ajar

PROCEDURE TEXT

What is Procedure text?

PROCEDURE TEXT IS AN EXPLANATION TO DO SOMETHING IN SEQUENCE.

What to know

- We use **sequential adverbs**
Ex. First, second, then, after that, etc.
- We use **imperative sentence** (command/instruction)
Ex. use your own vehicle instead
- We use **action verb** (active)
Ex. run, jump, stir, pay, think, etc.
- We use **simple present tense**

Because this text is about steps to do something, its aim is to tell the reader on how to do something.

THERE ARE TWO KINDS OF PROCEDURE TEXT:

- MANUAL**
 - How to use air fryer.
 - Using Canva to make a worksheet.
- TIPS**
 - Travelling hacks.
 - Tips for acne prone skin.
 - How to cook with air fryer.

In conclusion...

- Put your goal in front of the text, short and simple. So that, people can easily understand your intention.
- Make your tips into point.
- Use direct instruction.
- Give short explanation to your point, if needed.

Halaman 1

EXAMPLE OF MANUAL

HOW TO MAKE TEACHER ACCOUNT IN GOOGLE CLASSROOM

1. Go to classroom.google.com.
2. At the top of the Classes page, click "Add". Then, click "Create class".
3. If you don't see Create class, switch accounts or contact your Google Workspace administrator for help.
4. Fill in the required space. Click "Create".
5. Classroom automatically creates a class code for inviting your students to the class.

SOURCE: SUPPORT.GOOGLE.COM/EDU/CLASSROOM/ANSWER/6020273?HL=EN&CO=GENIE.PLATFORM%3DDESKTOP

Halaman 2

EXAMPLE OF TIPS

What to remember if you visit borobudur

Borobudur is the world's largest Buddhist temple and the most visited tourist site in Indonesia. With its palpable spirituality and striking architectural beauty, the huge stone temple draws pilgrims and tourists from around the globe. Here are 6 tips to help you to make the most of your visit to Borobudur.

1. Stay at Borobudur

It's a 90-minute drive from Yogyakarta airport to Borobudur. If you want to avoid a 3am start to see the sunrise, skip the hotels in Yogyakarta and book a room near the temple instead.

2. Get to the site early

Like any major tourist attraction, Borobudur can get busy, so it is best to enter the site early. Gates open at 6am, giving you the chance to beat the crowds and the heat. Special pre-dawn admission and tours are also available, although these cost extra.

3. Photograph creatively

Sunrise provides visitors with the opportunity to capture iconic images, the kind of stunning photographs you see on postcards and tourism posters. If the weather is cloudy at sunrise, head to the western side of Borobudur where you can photograph soft, purple-hued valleys covered in early morning mist. Don't forget to photograph Borobudur from the ground up to capture its sheer size.

4. Take your time

Borobudur temple is almost 30 metres high and decorated with more than 500 Buddha statues. It is an energetic walk to the top, so bring plenty of water, even if you are visiting in the early morning. Rest on the way up, pausing to enjoy the view and interact with other visitors.

SOURCE: WWW.SILVERKRIS.COM/6-TIPS-FOR-VISITING-INDONESIAS-BOROBUDUR/

Halaman 3

Work with your group.

Read carefully the text below.

Discuss the best answer for the questions followed.

Pressure cooker: How to use the pressure cooker

Step 1: Check all important points

Check the pressure cooker pot, lid and other parts for any damage or cracks.

Step 2: Put the food in and you are ready to cook

Step 3: Place the lid firmly

Steam is sealed in by closing the lid on the pressure cooker pot to successfully produce pressure. Turn the lid till you hear a clicking sound to properly close it.

Step 4: Start heat to create pressure

The pressure indicator pin will begin to rise as internal pressure increases. Keep the pressure on low heat when the pressure has reached a desirable level for cooking.

Step 5: Lower the pressure once the specified time for the recipe is over.

Step 6: Remove the lid

You can open the lid only when the valve or safety lock pin has gone down. To insure your safety, never open the lid while the pressure is still there.

QUESTION

1. What is the intention of the manual above?
2. Why does the manual written in steps?
3. The manual is written in form of instruction. Why is it so?
4. For whom is the manual intended to?
5. When can you open the pressure cookware?

SOURCE: [HTTPS://WWW.VITACRAFT.CO.JP/ENGLISH/COOKING/PRESSURE.STEP.HTML](https://www.vitacraft.co.jp/english/cooking/pressure.step.html)

Halaman 4

Complete the text below with the most suitable word from the bracket.

6 TIPS FOR HEALTHIER SLEEP

While many people turn to caffeine after a night spent tossing and turning, there's no substitute for a good night's sleep. Here are some tips to help you stop fighting and start sleeping:

- a Regular Sleep Routine

You can help sleep along by going to bed and waking up at the same time each day, as well as by sticking to your pre-bed routine so that your body knows that sleep is coming.

- a Sleep-Friendly Environment

Cool, dark, and quiet are essential. Turn out the lights or use light-blocking curtains or shades. If you live in a noisy environment, white noise machines or ear plugs may block out some of the sounds.

- Caffeine After 2:00 p.m.

If you must drink caffeine, avoid it after two in the afternoon, because it can increase your chances of insomnia later that night.

- Exercise Right Before Bed

Regular exercise can help you sleep more soundly, but for some people, it can be disruptive if it's done right before going to bed.

- a Tech-Free Zone

Cell phones, computers, and tablets can all disrupt sleep because their ever-glowing lights—especially those in the blue wavelengths—can throw off your circadian rhythm by mimicking daylight.

Prepare Keep Avoid Do not
 Create

SOURCE: [HTTPS://WWW.HEALTHLINE.COM/HEALTH-NEWS/SIX-TIPS-FOR-BETTER-SLEEP-053114#6-TIPS-FOR-HEALTHIER-SLEEP](https://www.healthline.com/health-news/six-tips-for-better-sleep-053114#6-tips-for-healthier-sleep)

Halaman 5

Rearrange sentences below into a good manual text.

1.

Turn the machine on.

2.

Separate the colored clothes from others and put them in the washing machine.

3.

Next, wait for the tub to fill with water.

4.

Set it to the wash selection and pour the detergent powder in.

5.

After that, set the knob to rinse for 3 minutes. Do this twice for a good rinsing.

6.

Set the knob to the wash selection and turn it to wash the clothes.

7.

Put the wet clothes into the drying compartment, wait until it finished, and take out the clothes.

8.

After the washing process finish, let the clothes drain through the drain hose.



SOURCE: [HTTPS://BRAINLY.CO.ID/TUGAS/3759069](https://brainly.co.id/tugas/3759069)

Halaman 6