





**FOLLOW THE INSTRUCTIONS  
TEKS PROSEDUR  
BAHASA INGGRIS KELAS XII**

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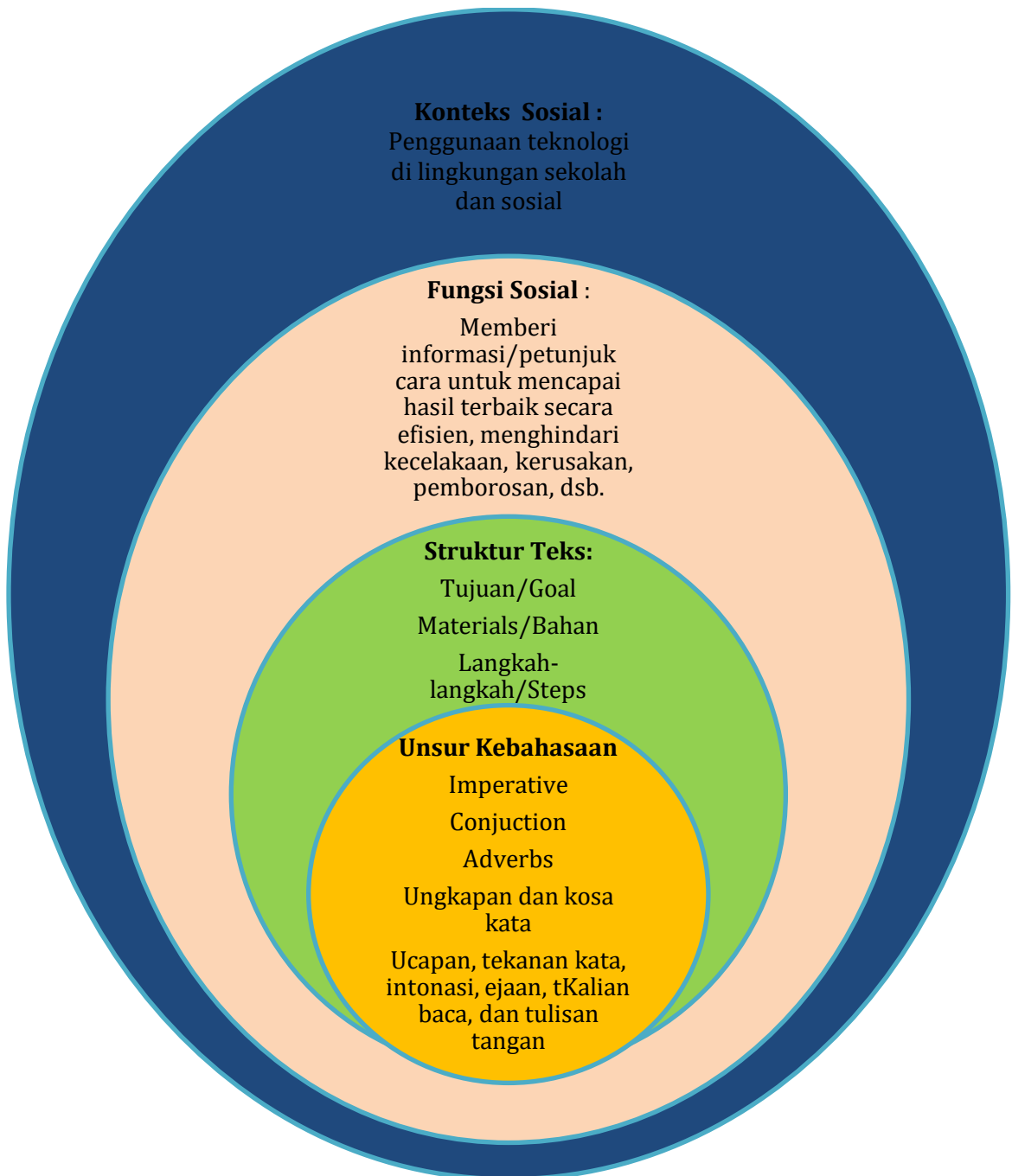
## DAFTAR ISI

PENYUSUN .....	2
DAFTAR ISI .....	3
GLOSARIUM.....	4
PETA KONSEP.....	5
PENDAHULUAN .....	6
A. Identitas Modul.....	6
B. Kompetensi Dasar.....	6
C. Deskripsi Singkat Materi .....	6
D. Petunjuk Penggunaan Modul.....	6
E. Materi Pembelajaran .....	7
KEGIATAN PEMBELAJARAN 1 .....	8
A. Tujuan Pembelajaran .....	8
B. Uraian Materi .....	8
1. Fungsi Sosial .....	11
2. Struktur Teks.....	12
3. Unsur Kebahasaan .....	13
C. Rangkuman.....	15
D. Penilaian Diri.....	20
KEGIATAN PEMBELAJARAN 2 .....	21
A. Tujuan Pembelajaran .....	21
B. Uraian Materi .....	21
1. Imperative.....	21
2. Must and Mustn't.....	21
3. Sentence Connectors for Telling Actions in Order. ....	21
4. Adverbs .....	22
C. Rangkuman.....	23
D. Latihan Soal.....	23
E. Penilaian Diri.....	27
EVALUASI .....	28
DAFTAR PUSTAKA .....	32

## GLOSARIUM

Prosedur	: teks yang berisi cara, tujuan, untuk memuat atau melakukan sesuatu dengan langkah-langkah berurutan untuk mencapai tujuan yang diinginkan.
Instruction	: instruksi/petunjuk
Manual	: Petunjuk praktis tentang cara kerja suatu alat atau piranti tertentu
Tips	: Petunjuk praktis tentang cara kerja suatu alat atau piranti tertentu
Goal	: Hasil yang ingin dicapai
Material	: Bahan -bahan yang dibutuhkan dalam teks prosedur
Step	: Langkah-langkah yang harus dikerjakan dalam teks prosedur
Imperative Sentence	: Kalimat perintah
Writing Organizer	: Alat bantu untuk menyusun rancangan teks
Draft	: Rancangan yang dibuat sebelum menyusun teks

## PETA KONSEP



## PENDAHULUAN

### A. Identitas Modul

Mata Pelajaran	: Bahasa Inggris
Kelas	: XII
Alokasi Waktu	: 4 x 45 Menit
Judul Modul	: Follow The Instructions

### B. Kompetensi Dasar

- 3.6. Membedakan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks prosedur lisan dan tulis dengan memberi dan meminta informasi terkait manual penggunaan teknologi dan kiat-kiat (*tips*), pendek dan sederhana, sesuai dengan konteks penggunaannya.
- 4.6.1. Menangkap makna secara kontekstual terkait fungsi sosial, struktur teks, dan unsur kebahasaan teks prosedur lisan dan tulis, dalam bentuk manual terkait penggunaan teknologi dan kiat-kiat (*tips*).
- 4.6.2. Menyusun teks prosedur, lisan dan tulis, dalam bentuk manual terkait penggunaan teknologi dan kiat-kiat (*tips*), dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks

### C. Deskripsi Singkat Materi

Apa yang kalian lakukan ketika mengalami kesulitan dalam mengoperasikan telepon seluler yang baru kalian beli? Atau kalian kebingungan ketika orang tua kalian meminta bantuan menggunakan teknologi seperti mesin cuci, printer, peralatan memasak, dan sebagainya. Perhatikan instruksi berikut ini, *First touch the camera icon on the screen, next, hold up phone facing person or item you want to take a photo of, then be prepared to take the snapshot, Get ready, Finally touch the camera icon to take the photo.*

Menurut kalian, apakah tujuan dari instruksi tersebut ingin memberikan informasi untuk melakukan langkah-langkah yang tepat dalam menggunakan kamera di *hand phone*? Ya benar sekali. Instruksi tersebut merupakan manual dalam mengoperasikan kamera *hand phone*. Teks yang menginformasikan serangkaian instruksi berupa langkah-langkah untuk menggunakan hasil teknologi disebut prosedur. Teks prosedur banyak ditemukan dalam kehidupan sehari-hari dan sangat penting untuk dipelajari karena bermanfaat dalam kehidupan kalian.

Pada modul ini kalian akan mempelajari teks prosedur dengan berlatih menerapkan manual dan tips -tips terkait penggunaan teknologi dalam konteks kehidupan sehari-hari. Untuk mencapai kompetensi dasar (KD) ini, kalian perlu menyimak dan membedakan beberapa teks prosedur terkait manual dan tips serta menggunakannya dalam bentuk latihan terstruktur, dan kemudian membiasakan diri untuk menerapkannya dalam kehidupan sehari-hari.

### D. Petunjuk Penggunaan Modul

Modul ini sesuai dengan Kompetensi Dasar 3.3 pada Keputusan Kepala Badan Penelitian dan Pengembangan dan Perbukuan Nomor No. 018/H/KR/2020 tentang Kompetensi Inti & Kompetensi Dasar Pelajaran Pada Kurikulum 2013 pada PAUD, Dikdas, dan Dikmen Berbentuk Sekolah Menengah Atas Untuk Kondisi Khusus. Kompetensi Dasar (KD) 3.3/4.3 tentang teks prosedur ini adalah perpindahan KD dari kelas XII dengan nomor KD 3.6.

Pada modul ini kalian akan diajak berlatih untuk mampu membedakan, serta menangkap makna dan menyusun teks prosedur terkait manual penggunaan teknologi dan kiat-kiat (*tips*) . Silahkan perhatikan petunjuk penggunaan modul berikut ini :

1. Modul ini dapat kalian pelajari secara mandiri atau kelompok, baik di sekolah maupun diluar sekolah
2. Silahkan kalian pelajari modul ini dengan menyimak, membaca, melihat dan mengamati contoh-contoh dari berbagai sumber belajar atau Kalian dapat mengakses video dan situs di internet.
3. Berdiskusi, belajar, berlatih, bertukar informasi akan memberikan dampak positif terhadap kemajuan belajar kalian.
4. Membaca, menirukan bunyi, berlatih berbicara dan menulis tanpa khawatir membuat kesalahan adalah salah satu langkah dalam proses pembelajaran.
5. Kerjakan tugas dan Latihan. Setelah itu, silahkan kalian cermati hasilnya sehingga kalian mengetahui kelebihan dan kekurangannya.
6. Jika kalian mengalami kesulitan, diskusikan kembali dengan teman dan jika masih belum mendapatkan jawaban yang kurang memuaskan tanyakan kepada guru atau pakar lainnya.

## E. Materi Pembelajaran

Modul ini terbagi menjadi 2 kegiatan pembelajaran (*Learning Activity*) dan di dalamnya terdapat uraian materi, contoh teks, soal latihan dan soal evaluasi.

Pada *Learning Activity 1* Kalian diajak berlatih penguasaan kemampuan membaca sedangkan pada *Learning Activity 2* akan berlatih kemampuan menulis. Materi pembelajaran yang akan digunakan dalam *Learning Activity 1* dan *Learning Activity 2* adalah:

- **Fungsi sosial**

Memberi informasi/petunjuk cara untuk mencapai hasil terbaik secara efisien, menghindari kecelakaan, kerusakan, pemborosan, dsb.

- **Struktur text**

- Tujuan
- Bahan/material
- Langkah-langkah (*steps*)

- **Unsur kebahasaan**

- Tata bahasa: kalimat *imperatif*, *negatif* dan *positif*
- Ungkapan dan kosa kata yang lazim digunakan dalam manual dan tip
- Nomina singular dan plural dengan atau tanpa *a*, *the*, *this*, *those*, *my*, *their*, dsb.
- Ucapan, tekanan kata, intonasi, ejaan, tKalian baca, dan tulisan tangan

## KEGIATAN PEMBELAJARAN 1

### A. Tujuan Pembelajaran

Setelah kegiatan pembelajaran 1 ini kalian diharapkan mampu:

- menganalisis fungsi sosial, struktur teks dan unsur kebahasaan teks prosedur terkait manual penggunaan teknologi dan kiat-kiat (*tips*).
- membedakan fungsi sosial, struktur teks dan unsur kebahasaan beberapa teks prosedur terkait manual penggunaan teknologi dan kiat-kiat (*tips*).
- menangkap makna teks prosedur terkait fungsi sosial, struktur teks, dan unsur kebahasaan.

### B. Uraian Materi

Pada Kegiatan Pembelajaran 1 (*Learning Activity 1*) ini kalian akan diajak membaca beberapa teks prosedur terkait manual penggunaan teknologi dan kiat-kiat (*tips*) dengan tujuan yang berbeda. Secara sekilas, ada beberapa teks yang nampaknya sama-sama menginformasikan cara menggunakan sesuatu. Tetapi ternyata mempunyai tujuan yang berbeda terlihat dari kalimat yang digunakan oleh penulis.

Seperti yang kita ketahui, bahasa membawa beribu makna tergantung konteksnya dan pemilihan kalimat. Jadi sangat penting mempunyai kemampuan literasi agar tidak terjadi kesalahpahaman akan suatu informasi. Mari berlatih memahami beberapa teks prosedur terkait manual penggunaan teknologi dan kiat-kiat (*tips*) berikut ini.

**Practice 1 : Name the following tools. Then, match the description (function) of each.**



Sumber : [electronic.co.id](http://electronic.co.id)

1



Sumber : [id.pngtree.com](http://id.pngtree.com)

2



Sumber : [dekoruma.com](http://dekoruma.com)

3



Sumber : [ipeyato.wordpress.com](http://ipeyato.wordpress.com)

4



Sumber : [belanja.com](http://belanja.com)

5



- a. An electrical device for making toast.
- b. An automated kitchen appliance designed to boil or steam rice.
- c. An electric mixing machine used in food preparation lequefying, chooping and pureeing ingridients.
- d. A device that accepts text and graphic output rom a computer and transform information to paper.
- e. A computer that is portable and suitable for use while traveling.
- f. A device for recording visual images in the form of photograph, film or video signals.

Bagaimana? Kalian bisa mudah menjawabnya, kan? Good. Coba betulkan jika Kalian masih salah menyebutkan barang-barang hasil teknologi di atas.

Nama-nama benda tersebut adalah: yang pertama **Blender**, kemudian **Laptop**, berikutnya **Rice Cooker**, yang no 4 **Printer** dan yang terakhir **Toaster**.

Kemudian bagaimana dengan jawaban fungsi dari masing-masing peralatan tersebut? Coba kita samakan ya!

Picture Number	Sentence Number
1	c
2	e
3	b
4	d
5	a

Nah sekarang mari coba membaca informasi tentang teks *prosedur* terkait manual dan kiat-kiat (*tips*) berikut dan berlatih menganalisis fungsi sosial, struktur teks, dan unsur kebahasaan teks *prosedur* tersebut dengan menjawab pertanyaan-pertanyaan terkait teks tersebut.

### Practice 2:

- 1) First, you will read silently to understand the procedure texts below. Make sure that you know the meaning of every word. If you find some words that you do not understand their meaning yet. Then, consult the dictionary. (*Baca dalam hati untuk memahami makna dari teks prosedur berikut*).
- 2) Second, read each text (text 1 and 2) loudly as if you are giving the instructions and take a note on your book. If possible, record your voice. (*Baca dengan nyaring seolah-olah Kalian sedang memberikan instruksi dan jika memungkinkan rekamlah suara kalian*).

Text 1



Sumber: pricebook.co.id

**“How to Insert Sim Card Cellphone”**

Cellphone 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 cellphone, make sure that the cellphone has been switched off and follow the directions bellow :

1. First of all, press the locking catch and slide the cover then lift it off the phone.
2. After that, push two catches in the opposite directions and remove the battery.
3. 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.
4. Then, put the battery and align it until snaps into its place.
5. 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. Don't forget to switch on the cellphone. Wait until it is ready to use.

Text 2



Sumber : id.wiki how.com

### How to Cook Rice In A Rice Cooker

- First, rinse a cup of rice in cold water. Rub the rice softly under the running water. Do not rub the rice too long, because it will lose the nutrients. Wash the rice once again. Then drain the water from the rice.
- Next, add a cup of water. If you cook rice using an electronic rice cooker, pay attention to the water ratio. The rice and the water ratio is usually 1 part rice to 1 part water.
- Then, place the cooking pot in the rice cooker properly. Cover the pot. Select the cooking button right after the light on the rice cooker turns.
- Finally, when the rice has been cooked and is resilient, flip through the rice very gently using a rice spatula

Apakah Kalian sudah paham dengan kedua teks *prosedur* di atas? Great. Jika Kalian membacanya dengan serius kalian akan mudah untuk memahaminya. Sekarang, Kalian akan mempelajari tiga unsur pembentuk teks prosedur yaitu fungsi sosial, struktur teks dan unsur kebahasaan yang akan dijelaskan sebagai berikut:

#### 1. Fungsi Sosial

Kalian tentu sudah paham isi teks prosedur terkait manual dan kiat-kiat (tips) tadi bukan? Good job. Teks prosedur memiliki beberapa fungsi sosial diantaranya untuk memberi informasi/petunjuk cara untuk mencapai hasil terbaik secara efisien, menghindari kecelakaan, kerusakan, pemborosan, dsb. Nah, sekarang mari analisa fungsi sosial teks prosedur dengan menjawab pertanyaan berikut.

#### Practice 3: Read those texts (Text1 and 2) one more time then answer these questions.

- a. What are those texts about?
- b. Who will probably need to read the texts?
- c. What are the purpose of the texts?
- d. What is the benefit of reading the texts?

Saya yakin Kalian dapat menjawab pertanyaan – pertanyaan tadi dengan baik. Untuk lebih yakin akan jawaban Kalian, mari kita bahas bersama-sama.

#### Question 1

- a. What are those texts about?  
 Dari judul teks di atas kita bisa melihat bagaimana informasi diberikan kepada pembaca tentang cara memasukkan *sim card* ke dalam *cellphone* serta cara memasak menggunakan *rice cooker* melalui tahapan-tahapan yang harus diikuti. Maka Jawabannya: ***The text is about the information on how to insert simcard cellphone and how to cook rice in a rice cooker.***

#### Question 2

- b. Who will be probably need to read the texts?  
 Pertanyaan menggunakan kata tanya “who” maka untuk menjawab pertanyaan ini Kalian perlu memikirkan siapa yang membutuhkan informasi ini. Maka Jawabannya: ***Everyone who has cellphone and everyone who will cook rice in rice cooker will need to read this text***

#### Question 3

- c. What is the purpose of the texts?

Tujuan teks prosedur bisa dilihat bagaimana penulis memberikan informasi berupa cara/instruksi yang harus diikuti agar hasil yang dicapai efisien. Oleh sebab itu perhatikan kalimat awal yang digunakan selalu mengandung kata kerja imperatif berupa perintah yang digunakan di setiap tahapan.

Maka jawabannya: *The purpose of each text is to tell how something is done/accomplished through the sequence of steps.*

Question 4

d. What is the benefit of reading the texts?

Manfaat membaca teks tentu terkait dengan informasi yang diberikan sehingga pembaca mendapatkan informasi untuk menggunakan informasi tersebut sesuai dengan yang diberikan dengan efisien.

Maka jawabannya:

*The benefit of reading this text is the readers will know how to insert simcard cellphone and how to cook using rice cooker.*

Nah, sekarang Kalian sudah lebih paham terkait fungsi sosial teks prosedur. Selanjutnya kita analisa struktur teks dan unsur kebahasaan dari teks prosedur dengan mengamati tabel berikut yang sudah dikerjakan untuk kalian.

**2. Struktur Teks**

**Practice 4: Read text 1 then analyze its structure using this table.**

Parts of the Text	Functions of the Parts
Goal : To tell how to insert sim card cellphone	Showing the purpose of the text
Materials/tools (not required for all prosedurs text) :-	Telling the material needed
Step : 1. First of all, press the locking catch and slide the cover then lift it off the phone. 2. After that, push two catches in the opposite directions and remove the battery. 3. 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. 4. Then, put the battery and align it until snaps into its place. 5. 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	Describing the steps to achieve the purpose

Untuk lebih memahami mengenai struktur dari sebuah teks prosedur, lakukan analisis yang sama untuk Teks 2. Ayo kita mulai.

Parts of the Text	Functions of the Parts
Goal : .....	Showing the purpose of the text
Materials/tools (not required for all prosedurs text) :-	Telling the material needed
Step : ..... ..... ..... ..... ..... ..... ..... .....	Describing the steps to achieve the purpose

Sekarang, apakah Kalian sudah paham dengan bagian-bagian yang ada di kedua teks *prosedur* di atas? Great. Jika Kalian membacanya dengan serius Kalian akan mudah untuk memahaminya. Sekarang, Kalian akan mempelajari ciri kebahasaan yang ada dalam teks prosedur.

### 3. Unsur Kebahasaan

**Practice 5: Read text again then analyze its structure using this table.**

**Example:**

#### Text 1

To compose a prosedur text , you will need :

- **Present Tenses (imperatives)**  
 e.g Press the locking catch  
 Put the battery  
 Slide the cover forward button of the phone  
 Do not use ammonia in the same wash.
- **Action Verbs**  
 e.g Push, insert, remove
- **Number to show the sequences**  
 e.g First, second, third, ...  
 1. 2.3,4,5, ...  
 At first, then, next, finally,...
- **Adverb**  
 e.g slowly, usually, warmly.

Now, read Text 2 once again. Do the same ways as you did for Text 1. Analyze its structure using by completing the following table.

## Text 2

To compose a prosedur text , you will need :

- **Present Tenses (imperatives)**

e.g .....

.....

.....

.....

- **Action Verbs**

e.g .....

.....

.....

- **Number to show the sequences**

e.g .....

.....

.....

- **Adverb**

e.g .....

.....

.....

Apakah sekarang kalian sudah memahami fungsi sosial, struktur teks, dan unsur kebahasaan yang ada dalam teks prosedur berbentuk kiat (tips)? Untuk mengingat kembali apa saja yang sudah Kalian pelajari, mari kita baca dan catat kembali rangkuman materi pada kegiatan belajar ini.

### C. Rangkuman

- Prosedur text adalah teks yang dirancang untuk menggambarkan bagaimana sesuatu dilakukan/dicapai melalui urutan tindakan atau langkah-langkah.
- Ada tiga unsur pembentuk teks prosedur seperti bagan dibawah ini:



- Teks prosedur memiliki fungsi sosial untuk menggambarkan suatu perintah atau instruksi tentang bagaimana sesuatu dilakukan/dicapai sesuai urutan atau langkah-langkah yang benar.
- Struktur teks teks prosedur terdiri dari *Goal, Material* dan *Step*.
- Unsur kebahasaan yang terdapat dalam teks prosedur meliputi: *present tense, imperative, action verb, connectives* dan *adverb*.

Agar lebih mahir dalam menangkap makna berbagai teks prosedur terkait manual penggunaan teknologi dan kiat-kiat (tips), mari berlatih melakukan hal yang sama untuk teks berikut ini.

#### How to Use Glue Gun

1. First, check and clean the glue gun from any old glue clogging in the nozzle.
2. Second, put the glue stick into the gun nozzle.
3. Third, insert the plug into the electricity socket.
4. Fourth, prepare a sheet of paper and put the glue gun on it.
5. Fifth, wait until the glue get warmer.
6. Sixth, squeeze the trigger gently to check if the glue stick has changed into liquid form.
7. Finally, you can apply it on any surface that you want to stick by using this glue gun.

**Practice 6: Read text above carefully. Then, complete the following table.**

Questions	Text: How to Use Glue Gun
Topic	
Target reader	
Purpose	
Benefit	

**Practice 7: Read the text once more. Then, analyze its structure by completing this table.**

Parts of the Text	Functions of the Parts

**Practice 8: Read the text. Then, analyze its grammatical features using this table.**

Grammatical Features	
Imperative	
Action Verb	
Connective	
Adverb	

Bagaimana dengan kegiatan latihan yang baru saja kalian kerjakan? Kalian bisa menjawabnya dengan mudah bukan? Well done. Kita lihat ya bagaimana hasil analisis kalian untuk mengisi ketiga kegiatan di atas.

Untuk practice 6, the topic is **how to use glue gun**, target readers are **people who will use glue gun**. Bagaimana dengan purpose? Ya the purpose of the text is **telling how to use glue gun through a sequence of actions**. Dan untuk benefit of reading the text is **the readers get information** to use glue gun.

Berikutnya, kita beralih ke practice 7, coba Kalian lihat analisis struktur teksnya, yang pertama adalah goal: **how to use glue gun**. Materials/tools needed: **glue sticks and glue gun**, dan **there are seven steps** diawali dengan kalimat yang berisi kata first dan diakhiri oleh kalimat yang ditkaliani dengan kata finally.

Practice 8 menuntut kalian menganalisis grammatical featuresnya dan yang bisa kita temukan meliputi; **Imperative** seperti check and clean the glue gun, put the glue stick into the gun nozzle, dan kalimat imperative lainnya ; **action verb** diantaranya, check, clean, put, dll.; **connective**; first, finally; **adverb** diantaranya gently.



**Practice 9: Read Text 3 below then answer following the questions. Handwrite your complete answers on your notebook.**



Sumber: sahabatnesia.com

ATMs, or Automated Teller Machines, provide a simple, convenient way to access your bank account from just about anywhere. Though ATMs may seem confusing at first, they're actually incredibly straightforward and easy to operate.

- 1. Practice basic safety prosedurs.**  
Make sure that the area is well lit and you are alone.
- 2. Insert your debit card into the ATM.**  
Mobile banking cards come in two varieties — *debit* cards and *credit* cards. Debit cards are most frequently used in ATMs; they're linked to the exact amount you have in your bank account
- 3. Try to use ATMs and debit cards that are issued by the same bank.**  
Most ATMs will offer transactions in several different languages, usually at least three or more dependent on where you live.
- 4. Select your language.**  
Most ATMs will offer transactions in several different languages, usually at least three or more dependent on where you live.
- 5. Enter your PIN when prompted.** "PIN" stands for "personal identification number," and it's typically a four- to six-digit password people use to access their bank account
- 6. Withdraw money.** You can withdraw money for almost any ATM, regardless of the associated bank
- 7. Deposit money.** You can deposit money as well, as long as you are using an ATM associated with your bank
- 8. Check your account balance.**  
You should have the option to check your account balance, or how much money you have available in your account
- 9. Follow the prompts to end your session.** Once you've completed your transaction, you'll have to follow the on-screen prompts in order to exit out and get your card back
- 10. Don't forget to take your card and money!** It's easy to forget to take your money or vcard when you're in a hurry, but be careful and be extra sure to take all of your belongings when you're done.

**Questions:**

- a. What is the text about?
- b. Who might be interested in reading this text?
- c. What is the purpose of writing this text?
- d. What is the benefit of reading this text?
- e. What does Paragraph 2 mainly talk about?
- f. Mention 3 words from the text that are not familiar for you!

Bagaimana jawaban kalian untuk soal tentang ATM di atas? Saya yakin kalian bisa menjawabnya dengan tepat. Jika ada yang belum tepat, jangan putus asa. Silahkan dicoba lagi dengan memperbaiki jawaban kalian. Makin sering berlatih maka kalian akan makin mahir dalam bahasa Inggris seperti dalam ungkapan “*practice makes perfect*”.

Sekarang saatnya berlatih menganalisa dua teks prosedur terkait fungsi sosial, struktur teks, dan unsur kebahasaannya.

**Read the following texts below!**

**Text 1**

**How to Use A Blender**

1. Prepare the ingredients that you want to mix. The ingredients can be vary, but mostly people use blender for these following things: Ice, vegetables, fruits, milk, or any kind of food and drinks.
2. Cut the ingredients into smaller pieces if the ingredients were solid and big.
3. Prepare the blender cup, make sure to clean it before we use it and put the blender blades on the bottom of the cup.
4. Place the blender cup on the blender machine.
5. Insert the plug into the electricity socket.
6. Put all of the ingredients into the blender cup.
7. Add some water to help the blender mix the ingredients evenly.
8. Close the lid and cover the blender cup tightly.
9. Start the blender by pressing the speed button, you can start from the medium speed.
10. Wait until we get the right texture of the mixture, we can adjust the speed and also add some more water if necessary.

**Text 2**

**How to Pass an Interview**

1. Prepare to describe your work history briefly. Spend most of your time on the recent portion of your career. Go through the beginning rather quickly. 2-3 minutes total should be your target.
2. Explain why you're interested in interviewing with them. After walking them through your resume, you'll probably be asked why you're looking to make a job change, and/or why you're interested in their company in particular. You should already have two specific reasons for wanting to interview with their company.
3. Answering technical questions- don't freak out. Try to work your way through the question as much as you can. Your thought process is often more important than answering correctly, so tell them what you're thinking. Ask questions to clarify if needed.

4. Ask your own questions at the end. You should ask a lot of questions after the interviewer has finished their own questions.
5. Always act like you want the job
6. You have one goal in any interview: Convince them that you're the best candidate for the job and get invited to the next round. So you should be selling yourself in the interview, not deciding if the job is desirable.
7. Don't ask for feedback on the spot. They just finished interviewing you. Give them time to think. You're going to go home and decide whether you're interested, they need time to think too. Don't put them on the spot like this.
8. Be human. You don't need to seem perfect in the interview to get hired.
9. Learn the interviewer's name and use it. You will build a stronger bond/rapport with the interviewer if you do this, and they'll be more likely to remember you favorably and hire you.
10. Be upfront and use clear language. Don't use vague language and don't lie. They'll usually know. Hiring managers interview a lot of people and have a great sense for this
11. Never badmouth. Don't badmouth former bosses, former employers, coworkers or anyone else. So never, ever badmouth anyone from your past in your interview.
12. Make everything about them. Start thinking about what the company wants. Make yourself seem like a solution to their problems.

**Practice 10: Compare the two texts (Text 1 and 2) above by telling their similarities and the differences in the following grid.**

	Similarities	Differences
<b>Social Function</b>		
<b>Text Structure</b>		
<b>Grammatical Features</b>		

Bagaimana hasil analisa kalian tadi? Good job! Tepat sekali, itu artinya kalian sudah memahami bagaimana menangkap makna teks prosedur terkait manual penggunaan teknologi dan kiat-kiat (tips). Tetapi jika jawaban kalian masih ada yang salah, jangan putus asa. Baca sekali lagi teks-teks prosedur di atas dan coba kerjakan lagi latihan-latihan yang diberikan. Bandingkanlah dengan kunci jawaban berikut ini.

	Similarities	Differences
<b>Social Function</b>	<b>To inform the way how to..</b>	<b>Text 1 : To inform the way to use a blender</b> <b>Text 2 : To inform the way how to pass in the interview</b>
<b>Text Structure</b>	<b>Goal</b> <b>Step</b>	-
<b>Grammatical Features</b>	<b>Present tense</b> <b>Action Verb</b> <b>Adverb</b>	-

### **D. Penilaian Diri**

Di akhir kegiatan *Learning Activity 1* ini, Kalian diminta untuk melakukan penilaian diri berdasarkan pertanyaan dibawah ini.

*In your notebook, write down your experience in learning and practicing the text above. Make sure you spell every word correctly.*

1. The words that are new to me:

---

---

2. The sentences that I found difficult to understand:

---

---

3. I still find difficulties in:

---

---

4. My learning plan to solve my learning difficulties are:

---

---

## KEGIATAN PEMBELAJARAN 2

### Let's Write

#### A. Tujuan Pembelajaran

Setelah *Learning Activity 2* ini diharapkan kalian diharapkan mampu:

1. Menggunakan kalimat imperative dan menggunakan connectives dalam tense yang benar.
2. Menulis teks prosedur terkait manual penggunaan teknologi dan kiat-kiat (tips).

#### B. Uraian Materi

Pada *learning activity 2* ini, kalian akan berlatih menyusun teks prosedur terkait manual penggunaan teknologi dan kiat-kiat (tips). Tetapi sebelumnya kalian harus mempelajari unsur-unsur kebahasaan yang ada dalam teks tersebut. Coba Kalian baca dan pahami uraian materi berikut ini :

##### 1. Imperative

*Imperative sentence* merupakan kalimat yang digunakan untuk membuat perintah (*command*), permintaan (*request*), atau petunjuk (*instruction*). *Imperative sentence* pada umumnya diakhiri oleh *exclamation* namun bisa juga diakhiri oleh titik. Dalam teks prosedur *imperative sentence* yang biasa digunakan adalah yang berfungsi sebagai *instruction* (instruksi) dan *command* (perintah). Ada juga *negative imperative* yang berfungsi untuk menunjukkan bahwa kita tidak diizinkan melakukan sesuatu. Coba Kalian perhatikan beberapa contoh *imperative sentence* di bawah ini.

- ❖ Add a glass of coconut milk into a pan and then boil it.
- ❖ Do not spray water on the control panel of the washing machine.
- ❖ Remove the tonner cartridge carefully.
- ❖ Serve it warmly in the rice bowl

##### 2. Must and Mustn't

Must digunakan untuk menyatakan bahwa kita harus melakukan hal penting  
e.g. : You *must* press the on button to start the machine.

Mustn't digunakan untuk menyatakan bahwa kita dilarang melakukan sesuatu.  
e.g. You musn't refill the ink before it runs out.

##### 3. Sentence Connectors for Telling Actions in Order.

*Conectors* digunakan untuk menggabungkan kelompok kata baik phrase maupun kalimat. Kalian bisa menggunakan *conectors* ini untuk menghubungkan paragraf agar koheren. *Sentence connectors* biasanya ditulis di awal kalimat. Coba Kalian baca dan pelajari contoh paragraph dibawah ini dengan cermat.

Have you ever done online shopping? It's easy to order from shopmart.com  
First of all, create a shopmart.com account. Then, find your desired items you want to order. Click on "Add to Cart". Next, continue shopping until your desired items have all been placed in the cart. Make sure you review your cart by clicking "My Cart" and check wheter your items are in correct quantities. After that, enter your shipping address. Choose the fastest shipping options. Finally, make your payment by following the payment methods accepted by shopsmart.com, for example, credit card, deit card, or cash.

*Taken from Pathway to English For SMA Grade XII Erlangga*

Kata-kata yang digarisbawahi di atas merupakan sentence *connectors* yang digunakan untuk menunjukkan urutan suatu instruksi atau tahapan bagaimana melakukan tindakan.

#### 4. Adverbs

*Adverb* merupakan kata yang menerangkan kata kerja, kata sifat ataupun *adverb* lainnya. Sebuah *adverb* biasanya terdiri atas *adjective + ly* seperti *slowly, suddenly, strongly*.

Mudah bukan untuk memahami konsep di atas? Good. Kalian juga harus mempelajari dan memahami tips-tips dalam menyusun teks prosedur.

#### TIPS FOR WRITING A GREAT PROCEDURAL TEXT

- ✓ Above all else explain what has to be done.
- ✓ Keep everything in order.
- ✓ List all the items that will be required to complete the task.
- ✓ Keep your instructions short, sharp and to the point.
- ✓ Use the correct language and terms.
- ✓ Find or create some labelled diagrams if possible.
- ✓ Use paragraphs effectively. Each new element of your information report should start with a new paragraph. Be sure to check out our own complete guide to writing perfect paragraphs here
- ✓ Procedural texts are always written in present tense and from a third person perspective.

Setelah kalian mempelajari dan paham tentang piranti dalam menulis teks procedure di atas, saatnya kalian membuat draft teks prosedur dengan bantuan *writing organizer* dibawah ini.

#### WRITING ORGANIZER - Procedure

**Purpose:** - Tells what will be made or done.

May include a brief description of the product.

**Requirements:** - List of what is needed.

List may include:  
- Ingredients  
- Utensils  
- Materials  
- Tools

**Steps:**            -In order of what needs to be done  
                         -Include diagrams or pictures if needed

*Steps usually start with an action verb.*

*Steps are numbered in order.*

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

*Steps clearly explain*

- What needs to be done.
- How it needs to be done

### C. Rangkuman

Untuk memudahkan Kalian mengingat dan memahami uraian materi pada *Learning Activity 2* ini, bacalah rangkuman berikut ini.

1. Dalam menyusun teks prosedur, ada 4 unsur kebahasaan yang harus diperhatikan yaitu: *imperative sentence*, *must* dan *musn't*, *sentence connectors* dan *adverb*.
2. Pahami tips-tips tentang bagaimana menyusun teks prosedur yang benar.
3. Buatlah draft dengan bantuan writing organizer agar teks yang dihasilkan benar sesuai dengan fungsi sosial, struktur teks dan unsur kebahasaan sebuah teks prosedur

### D. Latihan Soal

Latihan soal berikut akan membahas tentang *imperative sentences*. Coba Kalian cari *verbs* (kata kerja ) dalam kotak di bawah untuk melengkapi kalimat-kalimat di atasnya.

**Practice 1: Complete the following text using the most appropriate words provided in the orange column.**



Sumber: Pathway to English For SMA Grade XII Erlangga

<p>Before using a can opener, _____1) carefully the cutting edge. Basically, the can opener has a sharp tip, it forms a curved or hooked point to puncture the can lid.</p>	<p>_____2) the can on a flat surface. _____3) the arms of the can opener. _____4) them as wide as they can go. _____5) the serrated wheel into the rim of the can lid.</p>	<p>The serrated cutting wheel must be aligned with the edge of the can. _____6) the bar clockwise on the outside of the handle to start rolling the serrated wheel around the rim of the can lid</p>
---	--	--

<p>spread observe</p>	<p>rotate bite</p>	<p>place open</p>
---------------------------	------------------------	-----------------------

Bagaimana dengan latihan soal di atas? Kalian bisa menjawabnya dengan mudah bukan? Great.

Coba Kalian cocokkan jawabannya ya. No 1 jawabannya observe, no 2 place, no 3 open, no 4 spread, no 5 bite, no 6 rotate. Mudah bukan? Selamat Kalian bisa menjawab semuanya dengan mudah.

Sekarang, cobalah kalian berlatih tentang *must* dan *mustn't* dibawah ini.

**Practice 2 : Write sentences using MUST or MUSTN'T for the following situations**

<p><b>Write sentences using MUST or MUSTN'T for the following situations.</b></p>	
<p>1. When you are in the library, you .....</p>	<p>(must)</p>
<p>When you are in the library, you .....</p>	<p>(mustn't)</p>
<p>2. When you are on an aeroplane, you .....</p>	<p>(must)</p>
<p>When you are on an aeroplane, you .....</p>	<p>(mustn't)</p>
<p>3. When you take a test, you .....</p>	<p>(must)</p>
<p>When you take a test, you .....</p>	<p>(mustn't)</p>
<p>4. When your father drives, he .....</p>	<p>(must)</p>
<p>When your father drives, he .....</p>	<p>(mustn't)</p>
<p>5. When your mother uses washing machine, she .....</p>	<p>(must)</p>
<p>When your mother uses washing machine, she .....</p>	<p>(mustn't)</p>

Untuk *practice 2* ini, Kalian bebas menulis kalimat yang mengandung *must* dan *mustn't* asal kalimat-kalimat yang Kalian buat sesuai konteks.

Nah, setelah Kalian berlatih dan memahami mengenai penggunaan *imperative sentences* dan *must* serta *mustn't*, sekarang ayo kita berlatih menyusun sebuah teks prosedur.



**Practice 3 : Arrange the following jumbled sentences become a good arrangement of a procedure text. Handwrite your work in your exercise book.**

Then open web application

Finally facebook wearing the already registered

Next go to facebook.com

When done click the confirmation email

Don't forget to fill in your details

Make sure you register using an active email

First of all turn on computer

Sudah selesaikah Kalian menulis ulang kalimat- kalimat di atas menjadi satu teks prosedur utuh?

Coba Kalian periksa hasilnya. Susunan yang benar adalah sebagai berikut:

1. First of all turn on computer.
2. Next go to facebook.com
3. Then open web application .
4. Make sure you register using an active email
5. Don't forget to fill in your detilas
6. When done click the confirmation email
7. Finally facebook wearing the already registered.

Bagaimana jawaban Kalian? Good job. Kalian sudah semakin paham dengan materi yang ada di *learnng activity 2* ini. Jadi Kalian yang belum punya akun facebook sekarang bisa mempraktekan bagaimana cara membuka facebook.

Kemudian, dibawah ini kalian akan mengerjakan latihan terkait *adverbs*. Coba Kalian baca soalnya dengan baik lalu pahami maknanya baru kemudian Kalian mencari jawaban yang tepat dikolom sebelah kanan.

**Practice 4 : Complete the sentences below using the most appropriate adverbs provided in the right column.**

When you're answering the phone (1) _____, you don't (2) _____ know who is (3) _____. It could be your boss, a customer, one of your colleagues, or even a wrong number. Answering the phone (4) _____ will help you whatever conversation you are aout to have get off (5) _____.	on the right foot on the other end of the conversation always at your office profesionally
--	--

Sudah bisa bukan? Hebat semuanya. Coba Kalian cocokkan jawaabannya. 1. At your office, 2. Always, 3. On the other end of the conversation, 4. Profesionally, 5. On the right foot.

**Practice 5 : Write a text telling about procedures to operate a technological product or tips to operate it well/effectively. Don't forget to make a draft using the writing organizer -procedure.**

**WRITING ORGANIZER - Procedure**

**Purpose:** - Tells what will be made or done.

*May include a brief description of the product.*

**Requirements:** - List of what is needed.

*List may include:*  
- Ingredients  
- Utensils  
- Materials  
- Tools

**Steps:** -In order of what needs to be done  
-Include diagrams or pictures if needed

*Steps usually start with an action verb.*

*Steps are numbered in order.*

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

*Steps clearly explain*

- What needs to be done.
- How it needs to be done

Apakah kalian sudah mampu menyusun teks prosedur dengan menggunakan writing organizer pada kegiatan Practice 5 diatas? Great...I know you can do it. Sebagai bahan perbandingan, kalian bisa melihat contoh teks prosedur dibawah ini.

***How To Use A Cash Deposit Machine To Deposit Money***

To deposit your cash money in a Cash Deposit Machines (CDM), you need to prepare the followings:

1. Cash Deposit Machines (CDM)
2. Bank Account
3. Automated Teller Machines (ATM) Card

There are few steps to deposit cash money in CDM as follows:

First, insert your ATM card into CDM machine. Second, select any language you want. Third, enter your pin number. And then, from the main menu select "Deposit" option. Next, you have to select "Cash Deposit" option. After that, select "Savings" or "Current" type of Account. Next, press "Confirm" from the menu to make sure that you will not deposit more than 200 notes. After that, place your cash money in the cash dispenser

machine and the machine may take time to validate the cash. Then, the screen will display the denomination and here you can see the summary of how many notes you enter. Finally, click on “Confirm” to finish your transaction

## E. Penilaian Diri

Di akhir kegiatan *Learning Activity 2* ini, Kalian diminta untuk kembali melakukan penilaian diri berdasarkan pertanyaan dibawah ini.

*In your notebook, write down your experience in learning and practicing the conversation above. Make sure you spell every word correctly.*

1. The words that are new to me:

---

---

2. The sentences that I found difficult to understand:

---

---

3. I still find difficulties in:

---

---

4. My learning plan to solve my learning difficulties are:

---

---

## EVALUASI

**This text is for no 1 to 3.**

By looking at the name “Blender”, we might be able to guess the function of this electronic device. We put things inside the blender in order to “blend it” or “mix it”. If you never use a blender before, you may need to read this following procedure of how to operate a blender.

1. Prepare the ingredients that you want to mix. The ingredients can be vary, but mostly people use blender for these following things: Ice, vegetables, fruits, milk, or any kind of food and drinks.
2. Cut the ingredients into smaller pieces if the ingredients were solid and big.
3. Prepare the blender cup, make sure to clean it before we use it and put the blender blades on the bottom of the cup.
4. Place the blender cup on the blender machine.
5. Insert the plug into the electricity socket.
6. Put all of the ingredients into the blender cup.
7. Add some water to help the blender mix the ingredients evenly.
8. Close the lid and cover the blender cup tightly.
9. Start the blender by pressing the speed button; you can start from the medium speed
10. Wait until we get the right texture of the mixture, we can adjust the speed and also add some more water if necessary.
11. Open the blender and pour the mixture into a glass or bowl.

1. The text is mainly about the procedure of ....
  - A. opening the electronic machine “Blender”
  - B. pressing the speed button of “Blender”
  - C. operating the blender electronic device
  - D. inserting the plug of the electricity socket
  - E. starting the Blender machine from the medium speed
2. What can you do to get the right texture and mixture?
  - A. Adjust the speed and add some more water.
  - B. Start from medium speed after that adjust the speed.
  - C. Cut the ingredient into small pieces and adjust the speed.
  - D. Cut the ingredient into small pieces and add some more water.
  - E. Put all of the ingredients into the blender cup and adjust the speed.
3. Close the **lid** and cover the blender cup tightly.  
The word lid has a similar meaning with...
  - A. dip
  - B. top
  - C. firm
  - D. crown
  - E. outsider

**This text is for no 4 to 7**

Ladies and Gentlemen, in case of emergency, take the life jacket which is located under your seat.

Put the life jacket over your head and then fasten the jacket tapes around you're your waist.

Do not inflate the jacket until you left the aircraft. The jacket will be automatically

inflated by pulling a cord, but if not, you can blow into the chip to inflate it. A light is attached to the jacket for attracting attention. The life jacket should be removed only in case of emergency.

The use of TV set, AM and FM radios and radio cassettes recorders, walkman, and any mobile phones are prohibited on board as they interfere the communication and navigational system.

We wish you an enjoyable flight.

4. Where is the life jacket located?
  - A. Over the head
  - B. Around the waist.
  - C. Outside the aircraft.
  - D. In the back of the seat.
  - E. Under the seat.
  
5. What can interfere the navigational system?
  - A. Table.
  - B. The life jacket.
  - C. Mobile phones
  - D. The attached light.
  - E. Tapes around the waist.
  
6. What is the purpose of the text?
  - A. To inform the readers about the function of a life jacket.
  - B. To describe the way how to save lives using a life jacket.
  - C. To tell the readers about the safe flight instruction.
  - D. To inform the readers to take precaution steps.
  - E. To explain the process of life evacuation during the disaster.
  
7. ‘...as they interfere the communication and navigational system...’. The underlined word is similar in meaning with...
  - A. Change
  - B. Destruct
  - C. Stimulate
  - D. Operate
  - E. Disturb
  
8. What is the best arrangement for the following procedure text?
  1. Read over the service agreement and click the box saying that you agree to abide by the email system's rules. Once completed, click on the Submit or Enter button at the bottom of the screen.
  2. Find where to sign up. Usually, there is a small link image or text that says "register" or "sign up," although you may have to go to the login page to find this.
  3. Visit a website that offers an email service. Usually are yahoo.com, google.com, and hotmail.com.
  4. Follow all the instructions on the page, filling out all the needed details.
  5. Email has been created. Continue on to import your contacts, message with friends, or write emails, plus much more.
    - A. 3 - 2 - 4 - 1 - 5
    - B. 3 - 4 - 2 - 1 - 5
    - C. 3 - 4 - 1 - 2 - 5
    - D. 3 - 1 - 4 - 2 - 5
    - E. 3 - 1 - 2 - 4 - 5

9. In a business situation, answer the phone \_\_\_\_\_ stating your name and company:  
“Good morning, thank you for calling ABC company. This Jane Doe. How may I help you?”
- A. professionally
  - B. appropriately
  - C. slowly
  - D. strongly
  - E. suddenly
10. If the caller requests details about you or others, consider \_\_\_\_\_ before responding.
- A. unwisely
  - B. rudely
  - C. immediately
  - D. carefully
  - E. immediately

## KUNCI JAWABAN

1. C
2. A
3. B
4. A
5. C
6. C
7. E
8. A
9. B
10. D

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