

Ringkasan Materi

Procedure Text (Manual)

a. Definisi

It is a part of procedure text which contains explanation about how something should be done in sequenced steps



b. Social Function

To explain/tell (the reader) how to make/operate/do something through a sequence of actions or steps.



c. Generic structure

- Goal/aim: The purpose of the activity / the title
- Material: It contains the materials that are used in the process (Recipe) but it is not required for all procedure texts such as Manual, Tip, Rule ..etc
- Step or Method: Tells the ways or actions that must be taken in Chronological Order



Purpose	How To Operate Printer
Steps	1. Make sure that the printer device software have been installed in your computer.
	2. Prepare the printer by checking the amount of paper and the ink.
	3. To begin with, plug in the printer and connect it to your computer.
	4. Turn on your printer.
	5. Open the document you'd like to print and then press CTRL + P buttons on your computer keyboard.
	6. Klik 'Ok' at the bottom of the pop-up screen to print.
	7. Your document will begin printing.

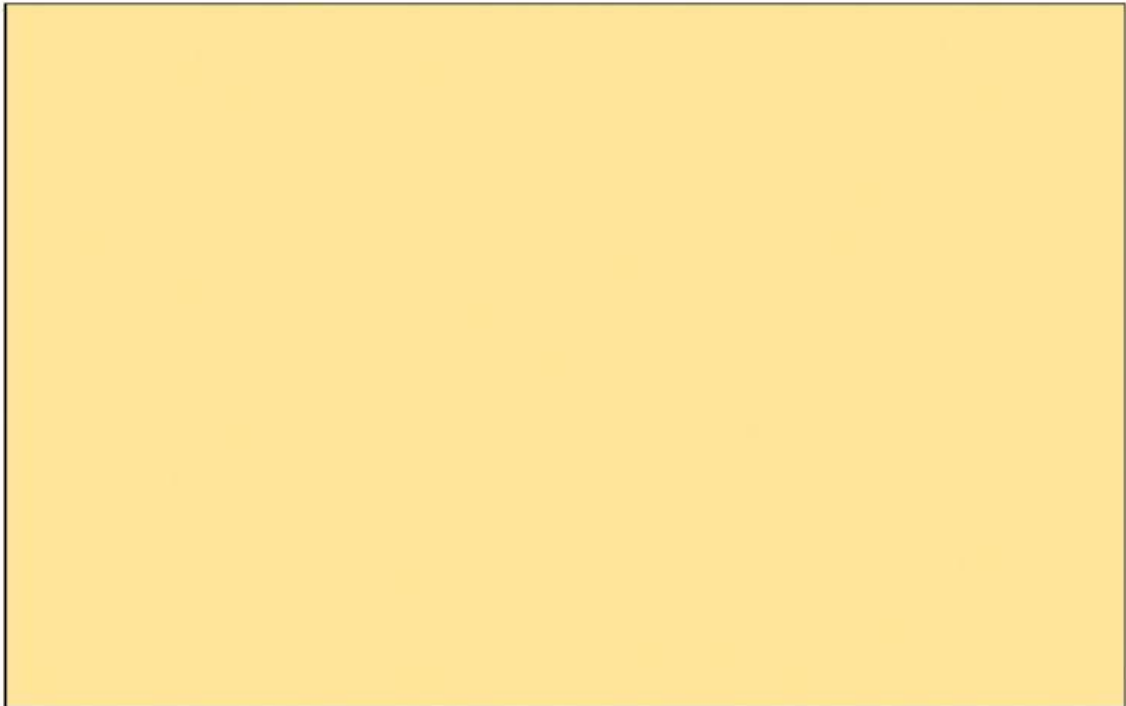
d. Language Feature

- Using temporal conjunction (first, then, finally, etc)
- Using adverbials (Adverbs) to express detail the time, place, manner accurate, ex. for five minutes, 2 hours, etc.
- Using action verb (turn, put, mix, etc)
- Using imperative sentence (cut, mix, add, plug, etc)
- Using Simple Present Tense

For more explanation you can read this PPT:

```
<iframe  
src="https://onedrive.live.com/embed?cid=19891A1BCEF96C09&resid=19891A1BCEF96C09%212  
32&authkey=AEjqe05_2I0huho&em=2" width="402" height="327" frameborder="0"  
scrolling="no"></iframe>
```

watch this video:



Or open this link:



BAHASA INGGRIS

LEMBAR KERJA PESERTA DIDIK (LKPD)
PEMBELAJARAN DARING

PROCEDURE TEXT (MANUAL)



SMK KELAS XI AKN/TKJ/TSM
SEMESTER GANJIL

Oleh:
EKO MULYONO, M.Pd.
SMK BINTANG NUSANTARA RUMBIA

PETUNJUK BELAJAR

- Lembar Kegiatan Peserta Didik (LKPD) ini diharapkan dapat membantu peserta didik dalam mengeksplorasi materi pembelajaran tentang Procedure text.
- Lembar Kegiatan Peserta Didik ini terdiri dari kegiatan menjawab soal-soal Latihan pengetahuan.
- Bacalah petunjuk pengerjaan soal pada lembar kegiatan peserta didik (LKPD) ini dengan baik dan teliti.
- Tanyakan kepada guru apabila terdapat hal-hal yang kurang jelas atau yang kurang dipahami terkait dengan materi dan tugas yang terdapat dalam lembar kegiatan peserta didik (LKPD) ini.
- Tugas dapat dikerjakan secara kelompok terkait petunjuk yang diberikan.

Kompetensi Dasar

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 sesuai dengan bidang keahlian dan konteks penggunaannya

Tujuan Pembelajaran

- 3.18.1 Menganalisis fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks prosedur lisan maupun tulis terkait manual penggunaan teknologi sesuai dengan konteks penggunaannya. (C4)
- 3.18.2 Membandingkan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks prosedur lisan maupun tulis terkait manual penggunaan teknologi sesuai dengan konteks penggunaannya. (C5)
- 3.18.3 Mengelompokkan dan Menyusun Kembali teks prosedur lisan maupun tulis dalam bentuk manual terkait penggunaan teknologi yang strukturnya diacak. (C6)

Group Name :

Member :

Activity 1

With your group, watch this video on procedural instruction in office context and then analyze the social function, generic structure and language features of the text based on the table given

Social function	
Generic Structure	
Purpose	
Material/tool	
Steps	

Language Features	
Present Tense	
Imperative	
Action Verb	
Adverb of Time	
Temporal Conjunction	

Activity 2

Read these two texts below and Compare the differences on the text such as social function, generic structure, and language features

Text 1

How to charge handphone battery



Prepare your:

- Handphone
- Battery charger

Steps:

- First, connect the charger to your hand phone. The flash symbol on the charger plug must face upward.
- Second, wait until the battery icon appears on the screen.
- After that, charge battery approximately 2 hours until the battery icon indicates that the battery is fully charged.
- And then remove the charger by pulling out from your hand phone.
- Store it in safe place.

Text 2

How to Turn On a TV



Steps :

- Make sure the TV is connected to a power source.
- Press the power button on the TV.
- Then take the remote and press the turn on button.
- Wait for the TV to turn on, then use the remote to switch channels.
- And please enjoy your favorite shows.

Text 1:	Title	Text 2:
	Generic Structure	
	Goal	
	Material	

	Steps	
	Language Features	
	Present Tense	
	Imperative	
	Action verb	
	Adverb of time	
	Temporal Conjunction	

Activity 3

Look at the following pictures and text. Find the text that describe the picture best.

1



2



3



4





Select language you want to use during the transaction	Enter your personal identification number (PIN)
Enter the amount of money you would like to draw	Insert your card into the card slot on the ATM
Select your account type	Select the transaction you would like to do
Take the receipt from the slot and take your card when the transaction is finish	Draw your money from the money slot

Then, in your group rearrange the jumble pictures and sentences according to the correct order so that it becomes the text of the procedure, and draws the right conclusion by giving the text a title. (drag the pictures and the sentences with the correct column and conclude the title of the text)

Title :

No	Picture	Text
1		
2		

3		
4		
5		
6		
7		
8		