



LEMBAR KERJA PESERTA DIDIK

# LKPD

PROCEDURE TEXT



Name :  
Class :  
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Please scan the QR Code to watch the video!



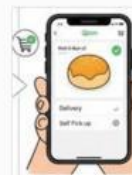
# LKPD

## Procedure Text

Name :

Class :

Arrange the pictures into the correct order of the procedure text!



How to order Roti'O via Qpon App

Analyze the text then identify generic structure & language features (imperative sentence, action verb, conjunction and Adverb)!

**For office Administration Students**

How to Manage Digital and Physical Office Documents Effectively

The purpose of this procedure is to explain how to manage both digital and physical office documents effectively in order to support efficient office administration and professional services.

The materials needed include document folders, filing cabinets, a computer, cloud storage, document management software, labels, and a document classification list approved by the office management.

First, identify all incoming and outgoing documents and classify them based on their type, level of importance, and confidentiality. Then, separate documents into physical and digital categories to avoid duplication and data loss.

Next, store physical documents in labeled folders and place them in filing cabinets according to the classification system. At the same time, scan important documents and save them in digital folders using clear file names and secure passwords.

Finally, review the document system regularly, back up digital files, and ensure that only authorized staff can access confidential documents to maintain data security and office efficiency.

|                     |  |
|---------------------|--|
| Imperative Sentence |  |
| Action Verb         |  |
| Conjunction         |  |
| Adverb              |  |

Answer the following questions!

1. Mention three materials needed in the procedure.
2. What should be done first before storing the documents?
3. Why should documents be classified based on importance and confidentiality?
4. What is the function of scanning important documents?
5. What problems might occur if digital documents are not backed up?
6. In your opinion, how can poor document management affect business services?



Analyze the text then identify generic structure & language features (imperative sentence, action verb, conjunction and Adverb)!

**For Students of computer and networking Technique**

How to Set Up and Test a Local Area Network (LAN)

The goal of this procedure is to explain how to set up and test a local area network to ensure stable and secure data communication between computers.

The materials needed are computers, LAN cables, a switch or router, a crimping tool, a LAN tester, and network configuration software.

First, prepare and install the LAN cables by crimping the connectors correctly and connecting each computer to the switch or router. Then, power on all devices and ensure the hardware connections are secure.

Next, configure the network settings on each computer by assigning IP addresses and checking the network protocols. After that, test the connection using a LAN tester or network diagnostic tools.

Finally, evaluate the network performance by transferring data between computers and monitoring the network stability. Make adjustments if necessary to ensure optimal network functionality.

|                     |  |
|---------------------|--|
| Imperative Sentence |  |
| Action Verb         |  |
| Conjunction         |  |
| Adverb              |  |

Answer the following questions!

1. Mention two tools used in setting up a LAN.
2. What should be done after connecting the cables?
3. Why is it important to configure IP addresses correctly?
4. What is the purpose of testing the network connection?
5. Why is network stability important in an office or school environment?
6. If the network frequently disconnects, what steps would you suggest to solve the problem?

Analyze the text then identify generic structure & language features (imperative sentence, action verb, conjunction and Adverb)!

### **For Pharmacy Students**

#### How to Prepare and Dispense Oral Medicine Safely

The purpose of this procedure is to explain the correct steps in preparing and dispensing oral medicine to minimize medication errors and ensure patient safety.

The materials needed include a valid prescription, medicine containers, measuring tools, gloves, labels, and patient information records.

First, verify the prescription by checking the patient's identity, medication name, dosage, and administration instructions. Then, wash hands thoroughly and wear gloves to maintain hygiene standards.

Next, measure the medicine accurately using appropriate tools and place it into a clean container. After that, label the medicine clearly with complete information, including dosage, frequency, and storage instructions.

Finally, provide clear explanations to the patient regarding how to take the medicine correctly and remind them to follow the instructions carefully to avoid adverse effects.

|                     |  |
|---------------------|--|
| Imperative Sentence |  |
| Action Verb         |  |
| Conjunction         |  |
| Adverb              |  |

Answer the following questions!

1. Mention three materials needed to prepare oral medicine.
2. What should be checked in the prescription?
3. Why must pharmacists verify patient identity?
4. What is the function of labeling the medicine clearly?
5. How does giving instructions help patients?
6. What risks may occur if the dosage is measured incorrectly?

Analyze the text then identify language features, imperative sentence, action verb, conjunction (numbering) and Adverb!

**For Nursing Students**

**How to Measure a Patient's Body Temperature Using a Digital Thermometer**

The purpose of this procedure is to explain how to measure a patient's body temperature correctly using a digital thermometer in order to obtain accurate results and ensure patient comfort.

The materials needed are a digital thermometer, disposable probe cover, alcohol swab, tissue, and a medical record sheet. Make sure all equipment is clean and ready before starting the procedure. First, wash your hands properly and explain the procedure to the patient to gain their cooperation. Then, turn on the digital thermometer and place a disposable probe cover on it. After that, position the thermometer correctly, either under the patient's armpit or according to the manufacturer's instructions.

Next, wait until the thermometer beeps to indicate that the measurement is complete. Remove the thermometer carefully and read the temperature result. Finally, clean the thermometer, remove the probe cover, record the result in the patient's medical chart, and wash your hands again.

|                     |  |
|---------------------|--|
| Imperative Sentence |  |
| Action Verb         |  |
| Conjunction         |  |
| Adverb              |  |

Answer the following questions!

1. Mention three materials needed to measure body temperature.
2. What should a nurse do before starting the procedure?
3. Where should the thermometer be placed?
4. Why is it important to explain the procedure to the patient first?
5. What should the nurse do after the thermometer beeps?
6. Why is accurate temperature measurement important in nursing care?



## **Assessment**

A. Choose the correct answer (A,B,C or D)!

### **How to Order Food Using an Online Delivery App**

To order food using an online delivery app, you need a smartphone and an internet connection. First, open the application and log in to your account. Then, search for the restaurant you want and choose the food from the menu. After that, add the items to your cart and check your order. Next, choose the payment method and delivery address. Finally, confirm your order and wait for the food to arrive.

1. What is the main purpose of Text 1?
  - B. To explain how to cook food
  - C. To explain how to order food online
  - C. To explain how to deliver food
  - D. To explain how to pay in cash
2. What should you do after choosing food from the menu in Text 1?
  - A. Open the application
  - C. Log in to your account
  - B. Add the items to the cart
  - D. Confirm the payment
3. A student follows all the steps in Text 1, but the food does not arrive. Which action should be done FIRST according to good procedure practice?
  - A. Order from another restaurant immediately
  - B. Cancel the order without checking
  - C. Check the order status and delivery address
  - D. Delete the application

### **How to Create a CV Using Canva**

To create a CV using Canva, prepare a smartphone or laptop and an internet connection. First, open Canva and log in to your account. Then, choose a CV template that suits your needs. Next, edit the template by adding your personal information, education, and skills. After that, check your CV carefully. Finally, download or save your CV in PDF format.

4. What materials are needed in Text 2?
  - A. Printer and paper
  - C. Smartphone or laptop and internet
  - B. Camera and microphone
  - D. Flash disk and scanner
5. What is the last step in creating a CV using Canva?
  - A. Editing the template
  - C. Choosing a CV design
  - B. Logging in to Canva
  - D. Downloading or saving the CV
6. The word "edit" in Text 2 is closest in meaning to ...
  - A. Delete
  - B. Change
  - C. Print
  - D. Close
7. Why is it important to follow the steps in a procedure text correctly?
  - A. To make the text longer
  - C. To make the activity confusing
  - B. To get correct and safe results
  - D. To finish faster without care

8. Why is checking the CV carefully before downloading it in Text 2 very important?

- A. To make the CV longer
- B. To avoid mistakes that may affect job opportunities
- C. To reduce internet usage
- D. To make the design more colorful

9. Which situation shows the BEST application of procedure text in daily life?

- A. Reading the steps but doing them randomly
- B. Following the steps correctly to get accurate results
- C. Skipping steps to save time
- D. Ignoring the materials list

10. All three texts show that procedure texts are important because they help people to ...

- A. Memorize long instructions
- B. Work faster without preparation
- C. Do activities correctly, safely, and effectively
- D. Make activities more complicated

**B. Drop the answers!**

read

type

open

choose

click

**How to Use an Online Dictionary**

First, \_\_\_\_\_(1) your browser and go to an online dictionary website. Next, \_\_\_\_\_(2) the word you want to know in the search box. Then, \_\_\_\_\_(3) the search button. After that, \_\_\_\_\_(4) the meaning and example sentences. Finally, \_\_\_\_\_(5) the correct meaning based on the context.

**C. Read the statements below and choose True (T) or False (F).**

- 1. A procedure text explains how to do something step by step. (            )
- 2. Procedure text usually uses past tense. (            )
- 3. Imperative verbs are commonly used in procedure text. (            )
- 4. Procedure text usually contains materials or tools needed to do something. (            )
- 5. The purpose of procedure text is to entertain the readers. (            )



