



WORKSHEET



1. Topic

- Procedure Text (Manual and Tutorial)

2. Learning Objectives

- Students are able to identify the social function, generic structure, and language features of procedure text related to manual/tutorial
- Students are able to compare procedure text related to manual/tutorial
- Students are able to analyze the information that contains in a procedure text related to manual/tutorial

3. Instruction

- Please read the materials first before you do the worksheet
- Then read the questions carefully and answer it correctly
- Check and recheck your answer before submitting the work.

- GOOD LUCK -

Date: _____

Name: _____

Class: _____

A. Read the text below and analyze its structure!

How to Operate Digital Camera

You need:

- A digital camera
- An object

Follow the steps below to take pictures:

1. Hold up the camera and center the object in the LCD.
2. Move closer or use the zoom control for the result you want.
3. When you are ready to take the picture, hold the shutter halfway.
It is important, so the camera sets the focus, shutter speed, and various other calculations.
This may take few seconds.
4. A light should appear that lets you know the camera is set to go. Press shutter all the way down.



B. Read the two following text and compare them!

Text 1



HOW TO WEAR A MASK

- 

1 Wear it with the colored side facing out/ white side facing in
- 

2 Ensure it covers the nose and mouth fully
- 

3 Tie/loop the straps around your head or over the ear
- 

4 Use two fingers to press the concealed metal wire down to fit the shape of the nose

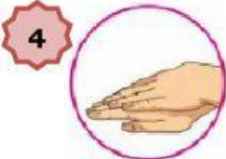
Text 2

How to Wash Your Hands

- 

1 Wet your hands with water.
- 

2 Cover your hands in soap.
- 

3 Put the palms of your hands together.
- 

4 Rub the back of your hands together.
- 

5 Rub the tips of your fingers on your right palm and repeat with your other hand.
- 

6 Interlace your fingers and rub your fingers between each other.
- 

7 Rinse your hands with water until all the soap has gone.
- 

8 Wash your hands for around 20 seconds
- 

9 Dry your hands thoroughly.

Let's compare those two texts above!

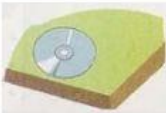
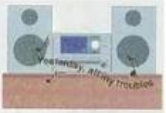
Put a tick (✓) in the right column for the correct information!

No	Descriptions	Text 1	Text 2
1	The texts tell us how to do something.		
2	There are not people or doers mentioned in the text.		
3	The first words from each statement are action verbs		
4	We should follow the actions in sequence.		
5	There are some materials mentioned to do the actions		

C. Give your comment about those manuals/tutorials!

Are they different with recipe that you learn in the previous meeting? Explain it!

D. Please match the pictures with suitable procedures! (Drag and Drop)

No	Procedure	No	Procedure
1		2	
3		4	
5		6	
7		8	

Hold the CD up.	Take the scratched CD.
Put the CD onto a flat and clean surface.	Polish the CD until the scratches disappear.
Look for scratches on the CD.	Clean with water and dry completely.
Insert the CD into a player and enjoy the music.	Put a small amount of the toothpaste on a piece of soft cloth.

CONCLUSION

Please write your conclusion or summary about the material that you've learned!

After that, write a reflection about the material that you've learned! (Reflection can be any strengths or difficulties that you find during learning the material)

Conclusion/Summary:

Student's Reflection:

Student's Comment	Choose Your Feeling
	    