

# Procedure text



What is the man doing?

What would you do if someone asks you to check their computer?

If you don't know how to fix something, what will you do?

## Definition of Procedure Text

There are three definitions of procedure text :

1. Texts that explain how something works or how to use instruction/operation manuals e.g. how to use the video, the computer, the tape recorder, the photocopier, the fax.
2. Texts that instruct how to do a particular activity e.g. recipes, rules for games, science experiments, road safety rules.
3. Texts that deal with human behavior, e.g how to live happily, how to succeed

## Generic Structure of Procedure Text

# Goal : (e.g: How to make .....

# Material or Ingredient : (e.g: the material to cook omelet are egg, onion, vegetable oil, etc. )

# Step : (e.g: first, wash the tomatoes, onion, ...., the second cut the onions becomes slice... )

## Purpose of Procedure Text

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

– To explain steps/instruction to make/operate/do something

## Language Feature of Procedure Text:

- Use adverbial of sequence / Using temporal conjunction (e.g: first, second, third, the last)
- Use command / imperative sentence (e.g: put the noodles on the . . . , cut the onion. . . , wash the tomatoes.
- Using adverbs to express detail the time, place, manner accurately, for example, for five minutes, 2 hours, etc.
- Using action verbs, e.g: make, take, boil, cook
- Using Simple Present Tense



## STUDENT WORKSHEET

Name :

Class :

## TASK 1. Drag the words with its meanings

WORDS	MEANINGS
Confused	Debu
Inappropriate	Lonjakan
Regularly	Sampah
Maintain	Bingung
Junk	Teratur
Destroy	Merawat
Spyware	Merusak
Defrag	Tidak tepat
Smoothly	Perangkat pengintai
Surges	Merapihkan
Plugging	Mencolokkan
Dust	Halus



## TASK 2. Read the dialogue comprehensively!

Eko You look so confused. What's going on?

Tono I just finished my work in this computer, but look! It suddenly got inappropriate shutdown.

Eko Oh, I see. I think you must maintain your computer regularly.

Tono Can you tell me how to maintain it?

Eko You must pay attention to the software and hardware. For the software, first, clean out all the junk left behind by browsers. Second, Search for and destroy spyware and/or viruses on your PC. Third, defrag your hard drive to keep your computer running smoothly. Fourth, uninstall programs you no longer use, and delete music you no longer listen to. Fifth, control what programs are allowed to run at startup. Lastly, use your computer's disk management systems.

Tono Let's do that, how about the software? What should I do?

Eko At the beginning, always run your computer on a UPS as this will help protect it from electric surges. After that, clean your computer regularly from the dust, especially. The last, be careful when plugging in USB, Ethernet, speakers, printer and so on.

Tono Thanks for your tips. I think I will do it regularly.

Adapted from <https://www.wikihow.com/Maintain-Your-Computer>

### TASK 3. Choose True or False and Match the statement based on the dialogue above!

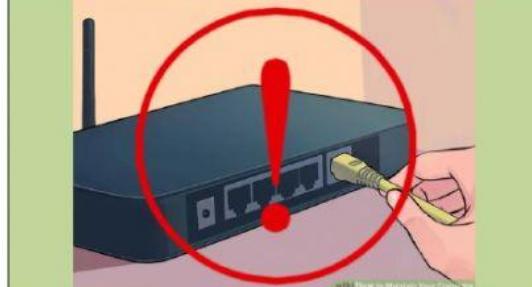
Statement	True	False
Tono is being confused by an inappropriate shutdown in his computer.		
Tono gives some tips to Eko about how to maintain a computer.		
Before we clean the junk in the browser, we should defrag the hard drive.		
Eko says to Tono that he must uninstall an unnecessary program.		
Eko gives a tip to clean the computer hardware from dust regularly.		

## TASK 6. Drag the sentence into the right picture!

Clean out all the junk left behind by browsers.



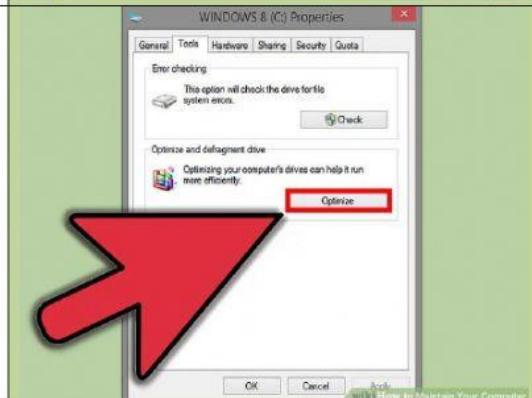
Search for and destroy spyware and/or viruses on your PC.



Defrag your hard drive to keep your computer running smoothly.



Clean your computer regularly from the dust, especially.



Be careful when Plugging in USB, Ethernet, speakers, printer and so on.



**TASK 4.** Put a tick (V) next to the expressions which emphasize order in the dialogue above!

<input type="checkbox"/>	May	<input type="checkbox"/>	Next,
<input type="checkbox"/>	First,	<input type="checkbox"/>	Then,
<input type="checkbox"/>	Make	<input type="checkbox"/>	The last,
<input type="checkbox"/>	After That,	<input type="checkbox"/>	Lastly,
<input type="checkbox"/>	Because	<input type="checkbox"/>	Third,

**TASK 5.** Listen to the audio and write down what did you hear in the answer sheet!

## 5 Internet Safety Tips



### Don't Give Out Personal Information

Keep your personal information private and use it on safe sites only.

### Create Complex Passwords

Create passwords with a combination of letters, numbers, and symbols.



### Keep Your Computer Updated

Keep your device software up to date so it is not vulnerable to malware.



### Check Website Reliability

Before purchasing anything on a website ensure that it's safe.



### Avoid Suspicious Online Links

Some websites may steal your personal information by asking you to take a quiz. Be careful!

## Tips To Clean Keyboard Easily

**01** FLIP YOUR KEYBOARD UPSIDE DOWN & GENTLY SHAKE

It so the loose debris naturally falls out. You might want to do this outside as it can be messy.

**02** USE A SOFT CLEANING BRUSH

Brush any remaining crumbs or dust off of the keyboard by using soft brush like a toothbrush. Make sure you get in between the keys and brush any dirt traps on the underside of the keyboard too.

**03** UTILIZE COMPRESSED AIR TO BLOW RESIDUE AND DEBRIS OUT OF KEY

To remove any stubborn debris and dust from under the keys. Angle the straw between the crevices as you blow, so the dust is blown out of the keyboard. Again, this is better to do outside. If you want it to be more effective, you can remove the keytops prior to this.

**04** USE A SOFT CLEANING BRUSH

Brush any remaining crumbs or dust off of the keyboard by using soft brush like a toothbrush. Make sure you get in between the keys and brush any dirt traps on the underside of the keyboard too.

Audio	Statement	True	False
	<b>You must keep your personal data securely.</b>		
	<b>You should update your computer regularly.</b>		
	<b>We must be careful to some website that asks a quiz.</b>		
	<b>We need to use high pressure air compressor.</b>		
	<b>We need to use tight cleaning brush to get rid the dust.</b>		

## TASK 7. WRITING ACTIVITY

Text Planner	Answer
<b>Title/Goal</b> <ul style="list-style-type: none"> <li>• Title indicates the goal of your procedure.</li> </ul>	
<b>Materials/equipment</b> <ul style="list-style-type: none"> <li>• List of what needed</li> </ul>	
<b>Steps</b> <ul style="list-style-type: none"> <li>• What we needs to be done.</li> <li>• Include pictures if needed</li> <li>• Steps usually starts with action verbs</li> <li>• Clearly explain about how it needs to be done and what needs to be done.</li> </ul>	