STUDENTS' WORKSHEET

Group : _____
Members : _____
Class/ Semester : _____/_____
Subject : English
Topic : Procedure Texts

Learning Materials

Task 1.
Read the following dialogue to answer the following questions!

Andi : Hi, Cahyo. I'm sorry to bother you. I never ordered a ticket by phone. Do you know how to book a ticket by phone?
Cahyo : Of course, I do. First, pick up the phone. Dial the service number. Then, state your name and address to the operator.
Andi : Oh, I see. Tell me more about it.
Cahyo : Then, state your destination to the operator.
Andi : What should I do after that?
Cahyo : State if you are going to pay by credit card or cheque. Finally, you hang up the phone.
Andi : Well. Thanks for showing me how to book a ticket by phone.
Cahyo : Don't mention it.

1. What is the goal/purpose of the text above?
   _____
2. What should we do after dialing the service number?
   _____
3. How can we pay the ticket?
   _____

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Task 2.
Practice the dialogue in your group. Then, state True (T) or False (F) the statements below.

	Statements:	True/ False
1.	Andi usually book a ticket by phone.	
2.	Cahyo understands well how to book a ticket by phone.	
3.	Cahyo explains about ticket reservation by phone.	
4.	The second step is state our name.	
5.	We need to give our destination to the operator.	
6.	The first step is to hang up the phone.	
7.	There are six steps to book ticket by phone.	
8.	We can pay the ticket by using credit card.	
9.	Cheque is not allowed as payment.	
10.	Hang up the phone is the last step.	

Task 3
Based on the dialogue in task 1, analyze **the generic structures** of procedure text by filling space provided.

The best title for the dialog:

Goal/Purpose:

_____

Materials/ Tools/ Ingredients:

_____
_____
_____
_____
_____
_____

Steps/ Methods:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

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Task 4.

Rearrange the jumbled sentences into an orderly procedure by numbering the sentences.

Sentences	Your Answer
Then, pour water slowly into the soil, avoiding the leaves.	
First, check the soil to see if it's dry by touching it with your finger.	
Finally, place the plant back in its usual spot.	
Second, get a watering dipper or cup with water.	
After that, let the excess water drain from the pot if it has holes.	

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