

PROCEDURE TEXT

1. Recipe 🍳

A recipe is a procedure text that tells us how to make food or drinks. It usually contains ingredients and steps.

Resep adalah teks prosedur yang menjelaskan cara membuat makanan atau minuman. Biasanya berisi bahan-bahan dan langkah-langkah.

Contoh:

How to Make Fried Rice

How to Make a Mango Smoothie

How to Make Chocolate Cookies

2. Manual 🔧

A manual is a procedure text that tells us how to use or operate something, especially a machine or device.

Manual adalah teks prosedur yang menjelaskan cara menggunakan atau mengoperasikan sesuatu, terutama alat atau mesin.

Contoh:

How to Use a Washing Machine

How to Operate a Rice Cooker

How to Use a Printer

3. Tips 💡

Tips are useful suggestions that help us do something better, easier, or more safely. Tips do not always have to be followed in a fixed order.

Tips adalah saran yang berguna untuk membantu kita melakukan sesuatu dengan lebih baik, lebih mudah, atau lebih aman. Tips tidak selalu harus dilakukan secara berurutan.

Contoh:

Tips for Studying Better

Tips to Stay Healthy

Tips for Saving Money

4. Tutorial 🎮💻

A tutorial is a step-by-step guide that teaches us how to do something or how to create something. It usually gives clear instructions from the beginning to the end.

Tutorial adalah panduan langkah demi langkah yang mengajarkan kita cara melakukan atau membuat sesuatu. Biasanya memberikan petunjuk yang jelas dari awal sampai akhir.

Contoh:

How to Make a Canva Poster

How to Edit a Video on a Phone

How to Create a Gmail Account

Cara Membedakan:

Jenis	Tujuan	Kata Kunci	Contoh
Recipe	Membuat makanan/minuman	MAKE FOOD/DRINK	How to Make Fried Rice
Manual	Menggunakan alat	USE / OPERATE	How to Use a Printer
Tips	Memberi saran	ADVICE / SUGGESTIONS	Tips for Studying Better
Tutorial	Mengajarkan cara melakukan/membuat sesuatu	STEP-BY-STEP	How to Edit a Video

Activity 1: Read the following texts carefully. Try to match the text with its suitable title.

Basic Recipe for Fried

5 Internet Safety Tips

How to Use a Glue Gun

Text 1:

1. Don't give out personal information.
2. Create complex passwords.
3. Keep your gadget updated.
4. Check website reliability.
5. Avoid suspicious online links.



Text 2:

1. Make sure the nozzle is free of old glue residue.
2. Load a glue stick into the back of the gun.
3. Plug the glue gun's cord into an electrical outlet.
4. Wait for the glue to heat up.
5. Lightly squeeze the trigger to release the melted glue.
6. Wait for the glue to dry.



Text 3:

Prep: 5 mins

Cook: 10 mins

Total: 15 mins

Servings: 4 to 6 servings



Ingredients:

- 1 to 2 green onions, chopped
- 2 large eggs
- Freshly ground pepper, to taste
- 1 teaspoon salt
- 3 tablespoons oil, divided
- 4 cups cooked rice, cooled
- 1 to 2 tablespoons light soy sauce (or oyster sauce)

Steps to Make It:

1. Gather the ingredients.
2. Lightly beat the eggs with the pepper and salt.
3. Heat a wok or frying pan over medium-high heat and add 1 tablespoon of the oil. When the oil is hot, add the eggs. Cook, stirring, until they are lightly scrambled but not too dry. Remove the eggs and clean out the pan.
4. Add the remaining 2 tablespoons of oil. Add the cooked and cooled leftover rice. Stir-fry for a few minutes, using a wooden spoon to break it apart. Stir in the soy sauce or oyster sauce as desired.
5. When the rice is heated through, add the scrambled egg back into the pan. Mix thoroughly, then stir in the green onions. Serve hot.

<https://www.thespruceeats.com/basic-recipe-for-fried-rice-695055>

Activity 2: Let's identify the similarity and difference of 3 texts above. (Carilah persamaan dan perbedaan 3 jenis procedure text di atas)

Texts No	Types	Social Function
1	Tips	
2	Manual	
3	Recipe	

Let's check the structure of each text above. Write ✓ if you find the information and X if you don't.				
Texts No	Aim	Tools	Ingredient	Steps
1				
2				
3				

Activity 3: Read the texts in Activity 1 again to answer the questions based on the instruction.

1. Match the English to Indonesian. Draw a line to connect them.

English		Indonesian	
1)	Lightly squeeze the trigger to release the melted glue.	a.	Colokkan kabel lem ke stop kontak listrik.
2)	Avoid suspicious online links.	b.	Buat kata sandi yang rumit.
3)	Plug the glue gun's cord into an electrical outlet.	c.	Tekan perlahan pelatuknya untuk melepaskan lem yang meleleh.
4)	Create complex passwords.	d.	Tunggu hingga lem memanans.
5)	Wait for the glue to heat up.	e.	Hindari link online yang mencurigakan.
6)	Freshly ground pepper, to taste.	f.	3 sendok makan minyak, dibagi.
7)	3 tablespoons oil, divided.	g.	Merica bubuk, sesuai selera.
8)	Lightly beat the eggs with the pepper and salt.	h.	Panaskan wajan/ penggorengan dengan api sedang-besar
9)	Heat a wok or frying pan over medium-high heat.	i.	Aduk rata, lalu masukkan daun bawang.
10)	Mix thoroughly, then stir in the green onions.	j.	Kocok telur perlahan dengan merica dan garam.

2. Read the statements below. Based on the texts, give a check (✓) in Column True if the statement is correct and give a cross (X) in Column False if it is incorrect.

No.	Statements	True	False
Text 1			
a.	It is suggested to share our personal information.		
b.	We have to use strong password.		
c.	We should not easily trust and open online links.		
Text 2			
a.	It is suggested to load a glue stick before plug into the outlet.		
b.	We can use the glue gun directly after plug into the outlet.		
c.	The glue gun will release he melted glue automatically after heating up.		
Text 3			
a.	You need at least 8 ingredients to cook the fried rice		
b.	It is suggested to cook the egg and the rice together at the same time.		
c.	We have to wait for the fried rice to cool before eating it.		

3. Match the text with people who are interested in reading the text by giving a check (✓) in the text column.

People	Text 1	Text 2	Text 3
a. Someone who wants to learn to cook.			
b. New internet users.			
c. People who use the device for the first time.			
d. Students who live in a boarding house.			
e. People who use internet frequently.			
f. Someone who likes making crafts.			

Activity 4: Make simple tips. Do the project individually.

- Choose the topics you are interested in.
 - How to stay awake in class.
 - How to get over a breakup.
 - Stay safe when shopping online.
 - The ways to be on the TikTok 'FYP'.
 - How to become a professional gamer.
 - How to preserve data on your smartphone.
- Browse on the internet and use the verified information.
- Make a plan for the media that you will use:
 - Paper-based
 - Digital-based (poster, infographic, video)
 - Combination of paper dan digital.

4. Use the available templates, you can modify them to avoid plagiarism. Be careful with copyright regulations.
5. After you have finished working on it and consulted with your teacher, you can upload it to your social media and send the link to your teacher.

COMPETENCE TEST

Choose the correct answer.

Read the text to answer questions 1 – 2.

Tips to Deal with Acne

1. Keep your face clean.
2. Know your skin type.
3. Moisturize your skin properly.
4. Use the right acne treatment.
5. Use the safe and proper make-up.

1. Which statements are in line with the tips above?
 - (1) Dry skin will not trigger acne breakout.
 - (2) Acne treatment will depend on the skin type.
 - (3) Using make up frequently is good for our skin.
 - (4) We should keep our face clean to prevent acne.
 - A. (1) and (2)
 - B. (1) and (3)
 - C. (2) and (3)
 - D. (2) and (4)
2. What should we do if we have acnes on our face?
 - A. Use the treatment based on our skin type.
 - B. Wear face mask all the time to cover it.
 - C. Popping the acne immediately.
 - D. Hide the acnes with make-up.
3. What does the word “moisturize” means?
 - A. To remove liquid from something.
 - B. To prevent something from being seen or known about.
 - C. To put a special substance on your skin to stop it from becoming dry.
 - D. To put make-up on someone's face to improve or change its appearance.

Read the text to answer questions 3 – 5.

How to Use a Coffee Maker

- 1) To use a coffee maker, start by placing a coffee filter in the filter basket.
- 2) Then, fill the filter with 2 tablespoons of coffee per every 6 ounces of water you'll be brewing.
- 3) Next, fill the coffee maker's water compartment with water you want to use.
- 4) Once the water, filter, and pot are in place, turn on the coffee maker and wait it to brew the coffee.
- 5) When it stops brewing, take the pot off of the hot plate and pour yourself a cup of coffee.
- 6) Serve and enjoy your coffee.

4. Which picture shows the fourth step of using a coffee maker?



5. The parts of a coffee maker are
 - A. the filter, the water, the tablespoons, the basket
 - B. a coffee filter, filter basket, water compartment, the pot
 - C. 2 tablespoons of coffee, 6 ounces water, a cup of coffee
 - D. fill the filter, turn on the coffee maker, serve and enjoy the coffee
6. If we use 18 ounces water, how much coffee should we put in the filter?
 - A. 12 tablespoons.
 - B. 8 tablespoons.
 - C. 6 tablespoons.
 - D. 4 tablespoons.

Read the text to answer questions 6 – 8.

How to Use Online Transportation

- 1) Firstly, you have to open online transportation application on your cellular phone.
- 2) Then you have to set your pick-up point (exactly on the right point) and set your destination point (as set on GPS)
- 3) After that, book your order. And wait until your driver comes.
- 4) Go to your destination. Enjoy your time with the driver.
- 5) Finally, when you arrive at your destination you have to pay for the bill in cash or you can choose non-cash transaction.
- 6) Don't forget to give your stars if you are satisfied or not. If you are kind, you may give the drivers tips.
- 7) Have a great time with online transportation.

7. What should you have to order an online transportation in your cellular phone?
 - A. GPS
 - B. Data package
 - C. Driver's number
 - D. Online transportation application
8. What do you do first to book a driver from the online transportation service?
 - A. Set your pick-up point.
 - B. Set your destination.
 - C. Set your pick up and destination point.
 - D. Choose the vehicle you need to carry you.
9. What should you do when you have arrived at your destination?
 - A. Pay your bill.
 - B. Say thank you.
 - C. Give five stars notification.
 - D. Give good comment to the driver.
10. If you are kind, you may give the drivers **tips**. The word **tips** mean ...
 - A. a request for payment of money owed
 - B. a reduction in the usual price for something
 - C. a method of paying for goods or services at a later time
 - D. extra amount of money for someone who has provided you service

Score	Teacher's signature	Parent's signature	Date