

BE : 3.6/4.6/6/6.1

IDENTITY

Subject:
ENGLISH

SEMESTER
FIVE

Time allocation
5 X 45 minutes

Basic Competence

3.6 membedakan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks prosedur lisan dan tulis dengan memberi dan meminta informasi terkait manual penggunaan teknologi dan kiat-kiat (*tips*), pendek dan sederhana, sesuai dengan konteks penggunaannya

4.6 teks prosedur

4.6.1 menangkap makna secara kontekstual terkait fungsi sosial, struktur teks, dan unsur kebahasaan teks prosedur lisan dan tulis, dalam bentuk manual terkait penggunaan teknologi dan kiat-kiat (*tips*)

4.6.2 menyusun teks prosedur, lisan dan tulis, dalam bentuk manual terkait penggunaan teknologi dan kiat-kiat (*tips*), dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks

PROCEDURE

LEARNING PURPOSE



In this chapter, you will review on Procedure Texts about manuals of devices and tips. Surely, you will have to know the proper grammatical structure used to make your writing better and better. Practicing writings procedure or tips is needed to enhance your understanding on their social function and text structure.

BEFORE LEARNING

1. Mention what you can find in manuals!
2. What are the instructions called?
3. Find some tips about anything.

WHILST LEARNING

To know about the procedure of setting machines or installing devices, do some exercises below.

ACTIVITY ONE

HERE are three activities to set up washing machine. Each activity has some steps to do, so you have to put the sentences below to the appropriate activity, then arrange them into the correct order.

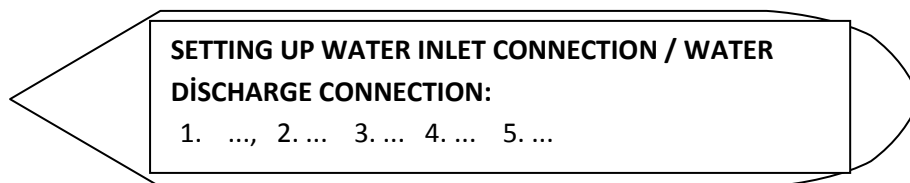
A. **SETTING UP REMOVING
TRANSPORT SAFETY
SCREWS**

1. ...
2. ...
3. ...
4. ...
5. ...

B. **SETTING UP ADJUSTING
ADJUSTABLE STAYS**

1. ...
2. ...
3. ...
4. ...

c.



1. Before operating your washing machine, you should certainly remove the transport safety screw on the rear side of the machine.
2. Do not put discharging hose of your machine in a vessel, bucket or sink.
3. After maintaining the balance, compress the plastic adjustment nut upward again. • Never put cardboard, wood or suchlike materials under your machine if you are intending to stabilize the distortions on the ground. • When cleaning the ground, on which your machine rests, be careful not to disorder stays stabilization.
4. Loosen the plastic adjustment nut.
5. For this reason, transport safety screws shall be loosened by being rotated in counter-clockwise using an appropriate wrench.
6. Water discharge hose can be fitted minimum 60 cm and maximum 100 cm above the ground.
7. Do not install your machine on a carpet or suchlike grounds. • To ensure silent and vibration-free operation of your machine, it should be deployed on a non-sliding and firm ground.
8. Transport screws shall be removed by pulling out.
9. Fit the plastic transport screw taps delivered in accessories bag to the places where transport screws have been removed.
10. The end of water discharge hose can be fitted to a specific apparatus directly attached to dirty water discharge hole or outlet joint of the basin elbow.
11. Adjust the stays upward and downward by rotating them.
12. Ensure that water discharge hose is not folded, twisted, crushed or elongated.
13. The transport safety screws should be stored to be used in case of a transportation. You should absolutely remove the transport screws of your machine before the first usage. Faults occurring in the machines operated with transport screw fitted shall be out of scope of warranty.
14. Never attempt to extend the water discharge hose by jointing.

ACTIVITY TWO

VOCABULARY

Choose which underlined word has the definition in bracket!

1. Ensure that water discharge hose is not folded, twisted, crushed or elongated.
(= the substance that comes out)
2. To ensure silent and vibration-free operation of your machine, it should be deployed on a non-sliding and firm ground.

(= continuous quick, slight shaking movement)

3. Never put cardboard, wood or suchlike materials under your machine if you are intending to stabilize the distortions on the ground.
(= to become fixed and stop changing)
4. The end of water discharge hose can be fitted to a specific apparatus directly attached to dirty water discharge hole or outlet joint of the basin elbow.
(= a set of equipment or tools or a machine that is used for a particular purpose)
5. Faults occurring in the machines operated with transport screw fitted shall be out of scope of warranty.
(= a written promise from a company to repair or replace a product that develops a fault within a particular period of time)
6. Do not put discharging hose of your machine in a vessel, bucket or sink.
(= a container used to hold liquids)
7. You should absolutely remove the transport screws of your machine before the first usage.
(= completely; beyond any doubt)
8. Never attempt to extend the water discharge hose by jointing.
(= to add to something in order to make it bigger or longer)
9. Fit the plastic transport screw taps delivered in accessories bag to the places where transport screws have been removed.
(= a device that controls the flow of liquid, esp. water)
10. For this reason, transport safety screws shall be loosened by being rotated in counter-clockwise using an appropriate wrench.
(= a tool for holding and turning objects, especially one that can be made larger and smaller to hold different sized objects)

ACTIVITY THREE

Now, read on these tips.

“At one time or another, everyone feels left out,” says Dr Susan Seidman, a psychologist. “Some of us are even, more sensitive to rejection than others and take it harder.”

Luckily, anyone can either minimize rejection or handle it better. Here’s how.

1. **Reach out**. You won’t be included if no one knows that you are around. So circulate. For example, join your office mates in the canteen instead of eating lunch at your desk.
2. **Advertise your interest**. Let people know that you’re interested in doing things with them.
3. **Be a better listener**. If, on the other hand, you tend to dominate every conversation, other people will start to resent it and begin to exclude you. So before jumping into a conversation, listen first.
4. **Interview others**. The more you invite others to talk about their activities and concerns, the more eager they will be to include you. Let yourself curious about their worlds.
5. **Give others equal time**. Make sure that everyone has spoken at least once before you speak again.
6. **Be brief**. Especially if several people are trying to speak, limit yourself to three sentences at a time.

After reading the tips, do these commands below!

1. What kind of person needs these tips?
2. According to you, which tip won't work efficiently? Give your reason.
3. Give another or two other tips which you think will work efficiently.

ACTIVITY FOUR

VOCABULARY

To enlarge your vocabulary, do the vocabulary exercise relating to the underlined words.

click this link: <https://forms.gle/3t9bABPopGHUoc6M9>

ACTIVITY FOUR

To enhance your understanding on procedure text about manuals of devices and tips, try writing one of them. Be sure that your sentences are grammatically correct to avoid the misunderstanding.

CLOSING

TO REVIEW ALL MATERIALS,

1. Mention the generic structure of the Procedure Text.
2. Differentiate manuals from tips.

This following table is to check whether you have understood the materials!

SELF-REFLECTION ON THE MASTERY OF MATERIALS

No	Questions	Yes	No
1.	Can you Mention the generic structure of the Procedure Text?		
2.	Can you Differentiate manuals from tips?		