English XII semester 6 for 6 X 45 minutes

Procedure and tips

Learning objective

In this chapter, you will learn about Procedure and Tips. Surely, you will have to know the proper grammatical structure used to make your writing better and better. Practicing writing procedure and tips of your own is needed to enhance your understanding on the social function and text structure.

Activities

BEFORE LEARNING

THESE ARE TECHNOLOGY TERMS. FIND OUT WHAT THEY MEAN.

1. Engagement
2. Mentions
3. Traffic
4. User Interface
5. Software
6. Influencer
7. Resolution
8. Keywords
9. Bugs
10. Web Apps

Whilst learning

ACTIVITY ONE

Arrange the sentences below into the correct steps of adding password to Pdf.

- Select if you want to set the password for Viewing or Editing the PDF.
- Click Apply Acrobat displays a confirmation message that the file was successfully protected using password.
- Open the PDF in Acrobat DC.
- Type and retype your password. The password strength is displayed next to your password to indicate whether the chosen password is weak, medium, strong, or best.
- Choose File > Protect Using Password. Alternatively, you can choose Tools >Protect > Protect Using Password.

ACTIVITY TWO

Read the text well, then do some instructions below!

How to Make a Website

We'll be going through the website building process for both approaches here. You'll be surprised by how simple it can be, especially when using a website builder. It's possible to build a website in just an hour if you follow our seven easy steps.
Sound good? Let's get started…

1: Choose the Right Website Builder For You

Why is this? Website builders mean anybody can make a website, regardless of technical skill. In the early days of the internet, making a website required a working understanding of HTML (Hypertext Markup Language).Then CSS (Cascading Style Sheets) came along to make things even more confusing. Website builders take care of the technical jargon and let you focus on design and content. Some do this through templates, others through drag-and-drop interfaces, which make building a website no harder than assembling a PowerPoint presentation. That does then mean choosing the right website builder is very important. Different builders serve different needs. Moving forward with the right one is essential to making a website you'll be happy with.

2: Sign Up For a Plan That Suits Your Needs and Budget

Once you've chosen your website builder, it's time to find your price plan. If you're after a simple site (say for a portfolio or small service business), the cheaper plans will probably work just fine. If you need something more complex, check out the features on offer with the more expensive plans. If in doubt, start cheap and upgrade later.

3: Choose a Unique and Relevant Domain Name

A domain name is your site's unique address – for example, ours is websitebuilderexpert.com. You'll need to pick one for your site, which can be done easily through your website builder (you'll be prompted when you sign up).
If you already have a domain name, you can transfer it to whatever platform you want to use (you'll see an option for this).

4: Pick a Design Template You Love

Okay, now we're at the fun part – time to set the design of your website by choosing a 'template' or 'theme' to work from. Your website builder will guide you to this stage after you've signed up. Templates are categorized by industry or site type. Take a few for a spin before you settle on your favorite. Templates provide a framework for your website – a canvas for you to paint the content of your site onto. They're how you can have a site that looks good without having to hire a designer.

5: Customize Your Template Design

Time to customize your template with your own content and images. Again, this is something most builders will guide you through, but it's super easy to get the hang of. Before long, your website will really start to look like your website. Building a website is like cooking a dinner. Just like cooking, knowing how to build a website from scratch is much easier with the right tools and instructions. A template gives you a recipe — you can choose to follow it or you can mix up the ingredients and style to give your dish our own flavor.

6: Upload and Format Your Own Content

Now your website is starting to take shape, it's time to fill it with your own images and written content. You can replace any 'placeholder' content already on your template, as well as 'dragging' text and image boxes around each page (if you use a drag-and-drop builder).

7: Choose and Download Apps

Check out your builder's app store to add any missing functionality to your site, such as forms and social media integrations. There's an app for just about anything, and downloading them is really simple.

 (Source: https://www.websitebuilderexpert.com/building-websites/)

Answer the questions!

1. What is likely to be the goal of making a website?
2. What made website building difficult in the early days of internet?
3. What should be considered in making a plan?
4. "now we're at the fun part.." (step 4) Why is the part fun?
5. How does step 4 relate to step 5?

Match the sentences to the ones in the box below!

1. Building website doesn't need technical skill.
2. Choosing the website builder becomes crucial.
3. The purpose of making website should be connected to the budget.
4. It is advisable to have unique and relevant domain name.
5. You don't need a designer for your website.

- Because there are many builders serving various needs.
- Because it will be more effective when transferred to other platform.
- Because the website builder has taken care of it.
- Because templates provide a framework for your website.
- Because the more complex a plan is, the more pricey it is.

Choose more than one answer!

1. When setting a design, what should be done are as the followings:
A. Choose a template
B. Choose the theme
C. Categorize the industry
D. Categorize the site type
E. Settle the favourite template

2. Customizing the template means …
A. Writing content
B. Starting the website
C. Getting images
D. Using the provided tools
E. Doing instructions

3. Based on the text, choose the correct statements!
A. Assembling a PowerPoint presentation is as easy as dragging and dropping interface.
B. Working with HTML and CSS is difficult.
C. Choosing the cheap plan is due to the purpose of making the website.
D. The website will be already in shape when images and written content are set up.
E. Downloading the builders' app is necessary to check the functionality of the site.

Choose the correct answer!

1. "Some do this through…" (step 1)
The word "some" refers to …
A.   Website builders
B.   Technical jargon
C.   Design and content
D.   The readers

2.   "Moving forward with the right one …." (Step 1)
What is the reference of the underlined words?
A.   The website builder
B.   The different service
C.   The right need
D.   The template

3.   What should we do when designing a template?
A.   Get the fun part
B.   Learn some templates
C.   Settle the design
D.   Sign up on the website

4.   What helps to build a website?
A.   The images and content
B.   Right tools and instructions
C.   Different templates
D.   The style and ingredients

ACTIVITY THREE

Watch and listen to this video; https://www.youtube.com/watch?v=Oi7ClXub8Xg

Then, answer the following questions:
1. Find the goal
2. Write the steps
3. Tell how it is useful for you

ACTIVITY FOUR

 - In group of three, make tips related to information technology.
- Present your tips to the class.
- Give feedback on your friends' tips.

Closing

TO REVIEW ALL MATERIALS, DO THESE INSTRUCTIONS:
1. Tell the social function of procedure text.
2. Tell the generic structure of procedure text.
3. Tell what differentiates procedure text from tips.

References:
- https://skillcrush.com/blog/99-tech-terms/

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.https://helpx.adobe.com/acrobat/using/securing-pdfs-passwords.html