



MODUL
TEMA 15

Manual and Tips

BAHASA INGGRIS PAKET C SETARA SMA/MA KELAS XII



Kementerian Pendidikan dan Kebudayaan
Direktorat Jenderal PAUD, Pendidikan Dasar, dan Pendidikan Menengah
Direktorat Pendidikan Masyarakat dan Pendidikan Khusus
Tahun 2020



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iv+ 56 hlm + ilustrasi + foto; 21 x 28,5 cm

Kata Pengantar

Pendidikan kesetaraan sebagai pendidikan alternatif memberikan layanan kepada masyarakat yang karena kondisi geografis, sosial budaya, ekonomi dan psikologis tidak berkesempatan mengikuti pendidikan dasar dan menengah di jalur pendidikan formal. Kurikulum pendidikan kesetaraan dikembangkan mengacu pada kurikulum 2013 pendidikan dasar dan menengah hasil revisi berdasarkan peraturan Mendikbud No.24 tahun 2016. Proses adaptasi kurikulum 2013 ke dalam kurikulum pendidikan kesetaraan adalah melalui proses kontekstualisasi dan fungsionalisasi dari masing-masing kompetensi dasar, sehingga peserta didik memahami makna dari setiap kompetensi yang dipelajari.

Pembelajaran pendidikan kesetaraan menggunakan prinsip flexible learning sesuai dengan karakteristik peserta didik kesetaraan. Penerapan prinsip pembelajaran tersebut menggunakan sistem pembelajaran modular dimana peserta didik memiliki kebebasan dalam penyelesaian tiap modul yang di sajikan. Konsekuensi dari sistem tersebut adalah perlunya disusun modul pembelajaran pendidikan kesetaraan yang memungkinkan peserta didik untuk belajar dan melakukan evaluasi ketuntasan secara mandiri.

Tahun 2017 Direktorat Pembinaan Pendidikan Keaksaraan dan Kesetaraan, Direktorat Jenderal Pendidikan Anak Usia Dini dan Pendidikan Masyarakat mengembangkan modul pembelajaran pendidikan kesetaraan dengan melibatkan Pusat Kurikulum dan Perbukuan Kemdikbud, para akademisi, pamong belajar, guru dan tutor pendidikan kesetaraan. Modul pendidikan kesetaraan disediakan mulai paket A tingkat kompetensi 2 (kelas 4 Paket A). Sedangkan untuk peserta didik Paket A usia sekolah, modul tingkat kompetensi 1 (Paket A setara SD kelas 1-3) menggunakan buku pelajaran Sekolah Dasar kelas 1-3, karena mereka masih memerlukan banyak bimbingan guru/tutor dan belum bisa belajar secara mandiri.

Kami mengucapkan terimakasih atas partisipasi dari Pusat Kurikulum dan Perbukuan Kemdikbud, para akademisi, pamong belajar, guru, tutor pendidikan kesetaraan dan semua pihak yang telah berpartisipasi dalam penyusunan modul ini.

Jakarta, 1 Juli 2020
Plt. Direktur Jenderal



Hamid Muhammad

Modul Dinamis: Modul ini merupakan salah satu contoh bahan ajar pendidikan kesetaraan yang berbasis pada kompetensi inti dan kompetensi dasar dan didesain sesuai kurikulum 2013. Sehingga modul ini merupakan dokumen yang bersifat dinamis dan terbuka lebar sesuai dengan kebutuhan dan kondisi daerah masing-masing, namun merujuk pada tercapainya standar kompetensi dasar.

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Manual and Tips



Preface

Welcome to **Easy English for Package C** (equal to Senior High School). This is a self-learning module which is designed for Package C students. It is designed based on the revised 2013 of English curriculum.

This module consists of two units where each unit consists of several tasks to do. At the beginning of unit you will find learning outcomes that you should accomplished. So you are going to know what you will be able to do after you have finished each unit. In this module you will learn about how to ask for help and how to offer a help.

This module provides you with various tasks that you should do in order to develop your language skill. Listening dialogue, reading text, comprehension questions, text constructions, completing sentences, practice yourself are various tasks you may try to develop your language skills.

At the end of the module you will find a summary. A summary is used to reflect your achievement. You also will find any resources you should learn in order to complete your knowledge and practice the content of the material. In the last, you will lead to know what is the next material will be provided in the next module and certain criteria you should accomplished in order to pass this module.

You may learn English in Easy English for Package C as a self-learning module. Even though, you may learn by yourself, in a pair, in a small group, even in a whole class. You will listen, you will read, and you will learn something new in this module. Finally, enjoy the module and start to learn English easily..






Let's have fun on learning English and wish you all the best!





Author

Guideline

How to use this module?

There are several steps in using this module!

 Guideline	Step 1 Read the guideline! Guideline is a general explanation on each step how to use the module. (Petunjuk penggunaan adalah penjelasan umum setiap langkah bagaimana menggunakan modul ini)
 Learning Outcomes	Step 2 Read the learning outcomes! Learning outcomes are the outcomes that a learner should accomplish. (Tujuan atau capaian pembelajaran yang harus dipenuhi oleh peserta didik)
 Learning Activities	Step 3 Do the learning activities! Learning activities are various activities to help a learner develop their language skills. (Kegiatan pembelajaran yang membantu peserta didik mengembangkan ketrampilan berbahasa).
 Summary	Step 4 Read the summary! Summary is a brief explanation to remind the learner about the previous material. (Rangkuman merupakan penjelasan singkat untuk mengingatkan kembali peserta didik terhadap isi materi).
 Grammar Zone	Step 5 Grammar Zone! In this session you have to pay attention to the grammar related to the content of unit. (Pada bagian ini, Anda harus memperhatikan grammar yang sesuai dengan isi materi pada unit tersebut).

 Completeness Criteria	Step 6 Set the completeness criteria! Completeness Criteria is several criteria a learner should complete to finish this module before moving to the next module. (Kriteria ketuntasan adalah kriteria yang harus dipenuhi oleh peserta didik untuk menyelesaikan modul ini).
 Evaluation	Step 7 Evaluation! Evaluation is certain short test to make sure whether the learners mastering the lesson very well. (Evaluasi adalah beberapa soal pendek yang diberikan untuk memastikan bahwa peserta didik telah menguasai materi dengan baik).
 Additional References	Step 8 Pay attention to this! Additional references to enrich materials in order to develop language skills. (Referensi atau sumber belajar lain yang dapat digunakan peserta didik untuk menambah kemampuan berbahasanya.)
 Next module	Step 9 Go the next module, if you set the completeness criteria ! (Menuju modul berikutnya setelah menyelesaikan evaluasi Modul 12).

NOTE: Use the DICTIONARY when it is necessary.

(Gunakan kamus apabila diperlukan).



Completeness Criteria

You are declared passing and can continue to study to the next module, if you reach the 70 score criteria. You must complete all the assignments and practice questions contained in this module. Do your best to achieve the criteria.

Happy learning and good luck!

Anda dinyatakan lulus dan dapat melanjutkan belajar ke modul berikutnya jika mencapai kriteria skor 70. Anda harus menyelesaikan semua tugas dan latihan soal yang ada pada modul ini. Lakukan yang terbaik untuk mencapai kriteria. Selamat Belajar dan semoga sukses.



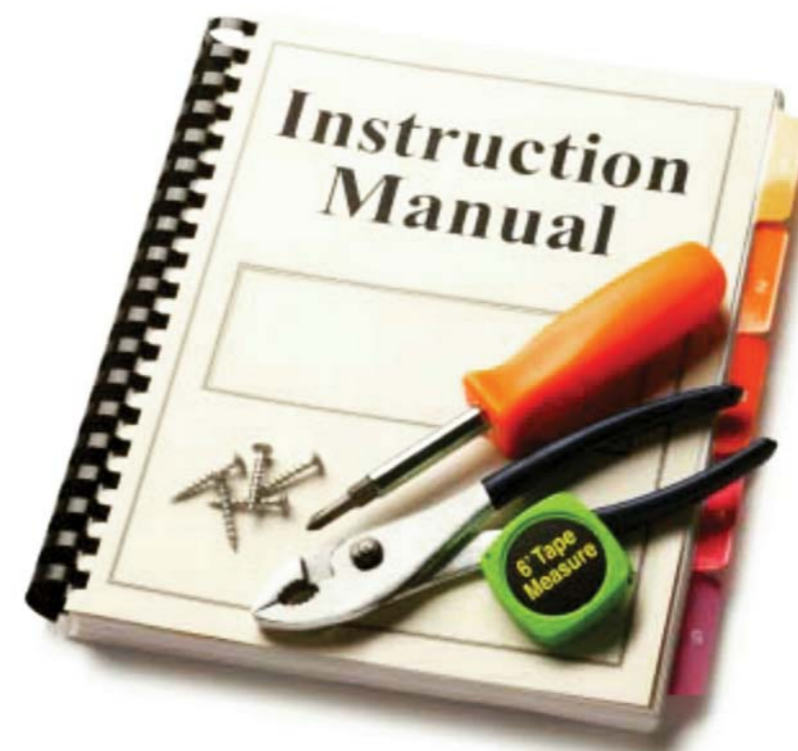
Module Objective (Tujuan Modul)

Setelah mempelajari modul ini, peserta didik mampu:

1. mengidentifikasi beberapa teks prosedur lisan dan tulis terkait manual penggunaan teknologi dan kiat-kiat (tips), pendek dan sederhana, sesuai dengan konteks penggunaannya.
2. menerapkan beberapa teks prosedur lisan dan tulis terkait manual penggunaan teknologi dan kiat-kiat (tips), pendek dan sederhana, sesuai dengan konteks penggunaannya.
3. mendeskripsikan makna teks prosedur lisan dan tulis, dalam bentuk manual penggunaan teknologi dan kiat-kiat (tips).
4. menyusun teks prosedur, lisan dan tulis, dalam bentuk manual penggunaan teknologi dan kiat-kiat (tips) secara benar dan sesuai konteks .
5. mengidentifikasi fungsi sosial dan unsur kebahasaan dalam lirik lagu.
6. menafsirkan lirik lagu.
7. mendeskripsikan makna dalam lirik lagu.

UNIT 1

Do It Carefully



source: https://pablitodrum.files.wordpress.com/2015/05/wpimg_20150525_084440.jpg



Learning Outcome

Comprehend about procedure text:

- Tips
- Manual
- Procedure

Practice to construct :

- Tips
- Manual
- Procedure

Characters building :

Politeness, confidence, collaboration, communicative



Learning Activities

A. Activity 1: TIPS



Source: <https://www.cartoonstock.com>

Lead-in

Do you know what is the best way to lose your weight rapidly?

1. Look at the Picture and Learn!

 <p>Source: youtube.com</p>	<p>How to lose fat in fast way? You can follow the instructions below!</p> <p>First you should do a healthy diet.</p> <p>Then you have to do exercises regularly.</p> <p>Third, stay happy on your weight now.</p>
 <p>Source: dreamstime.com</p>	<p>Do you have problem with acne? Try some tips below!</p> <ol style="list-style-type: none"> 1. Keep your face clean. 2. Know your skin type. 3. Moisturize your skin properly. 4. Use over the counter acne treatment. 5. Use proper make up.

2. Exercise 1

Answer the questions!

a. What should you do to lose weight?

.....

.....

b. Do you have to do exercise temporary?

.....

c. Mention two tips to avoid acne?

.....

d. Should you use a bold make up?

.....

e. Do you know your skin type? Is it normal, oily or dry? How do you know that?






.....

.....

3. Exercise 2

Now read the text below. Then give your comment based on the statements below!

5 Tips for Stress Management- Do it Yourself!

-  1. Meditate to relax your mind
-  2. Do regular exercise to keep yourself physically fit
-  3. Take healthy diet to boost your energy and immunity
-  4. Avoid alcohol and caffeinated drinks to get sufficient sleep
-  5. Do self mini-massage to de-strain your muscles

TuracoZ
Healthcare Solutions
Perfection | People | Planet

Source: turacoZ.com

Tips for Managing Stress

People can learn to manage stress and lead happier, healthier lives. Here are some tips to help you keep stress at bay.

1. Keep a positive attitude.
2. Accept that there are events that you cannot control.
3. Be assertive instead of aggressive. Assert your feelings, opinions, or beliefs instead of becoming angry, defensive, or passive.



Source: <http://clipart-library.com/animated-stress-cliparts.html>

4. Learn and practice relaxation techniques; try meditation, yoga, or tai-chi.
5. Exercise regularly. Your body can fight stress better when it is fit.
6. Eat healthy, well-balanced meals.
7. Learn to manage your time more effectively.
8. Set limits appropriately and say no to requests that would create excessive stress in your life.
9. Make time for hobbies and interests.
10. Get enough rest and sleep. Your body needs time to recover from stressful events.
11. Don't rely on alcohol, drugs, or compulsive behaviors to reduce stress. Drugs and alcohol can stress your body even more.
12. Seek out social support. Spend enough time with those you love.
13. Seek treatment with a psychologist or other mental health professional trained in stress management or biofeedback techniques to learn more healthy ways of dealing with the stress in your life.





source: <https://www.webmd.com/anxiety-panic/guide/tips-for-reducing-stress>

Give check (V) on the statements whether you agree or disagree!

No.	Statements	Agree	Disagree
1.	Keep your good attitude		
2.	Reject any events even if you can't control it.		
3.	Be aggressive		
4.	Practice relaxation		
5.	Say yes to any jobs over to you even if you don't like it.		
6.	Get enough rest		
7.	Avoid your hobbies		
8.	Let time flies do nothing		
9.	Spend enough time with your family		
10.	Eat good meals		

4. Exercise 3

Give your tips based on the pictures on left! Give your comment in three sentences!

 <p>Source: warohmah.com</p>	<p>TIPS for BRUSHING TEETH</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
 <p>Source: perawatika.wordpress.com</p>	<p>TIPS for WASHING HAND</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
 <p>Source: healthyathomes.com</p>	<p>TIPS for HEALTHY LIFE</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
 <p>Source: cleaningservicemalang.com</p>	<p>TIPS for CLEAN BATHROOM</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

TIPS for BATHE A BABY

.....

.....

.....

.....

.....

Source: youtube.com

5. Practice the dialogs below with your partner.

Dialog 1

Can you show me how to work safely with the internet?

Well, Ben. I give you tips of it. Firstly, when it doubt, throw it out. Secondly, back it up. Thirdly, guard you devices. Fourtly, secure your accounts. Fifthly, report anything suspicious.

Thanks, Jun.

No problem.

Source: <https://vectorified.com/man-with-laptop-vector>

Source: <https://www.pinterest.com/pin/346777240058194395/>

Dialog 2

We're going to go hiking right now. Is this the way to stay healthy?

Yes. Exercise is one way to keep us healthy. In addition, we need to eat healthy food, too. And don't be stress. Those are tips for you.

Thanks a lot.

Don't mention it.

Source: https://www.freepik.com/premium-vector/cartoon-man-boy-running-family-sport-activity_4945339.htm

Dialog 3

Where have you been, Hana?

Hai, Bud. I went shopping with my friend. You know, my hobby is shopping.

You have to stop doing that, Hana. Don't spend your money too much. Try to be more efficient.

Yes, I know it, Bud. I'll try. Thanks.

Source: https://www.123rf.com/stock-photo/cartoon_man.html?st=mg9kgir5t65vtl9hbrj

Source: https://www.freepik.com/premium-vector/teenager-girl-wearing-hijab-shopping-cartoon_4777002.htm

Do you have any difficulties in practicing the dialogs?
You may consult google translate to know how to pronounce them and the meanings.

6. Vocabularies

WORDS	MEANINGS	WORDS	MEANINGS
<i>fat (n)</i>	lemak (kb.)	<i>weight (n)</i>	berat (kb.)
<i>acne (n)</i>	jerawat (kb.)	<i>properly (adv.)</i>	dengan tepat (kktet.)
<i>moisturize (v)</i>	melembabkan (kk.)	<i>meditate (v)</i>	bermeditasi (kk.)
<i>boost (v)</i>	mendorong (kk.)	<i>immunity (n)</i>	kekebalan (kb.)
<i>sufficient (adj.)</i>	cukup (ks.)	<i>strain (n)</i>	ketegangan (kb.)
<i>muscles (n)</i>	otot (kb.)	<i>request (n)</i>	permintaan (kb.)
<i>Attitude (n)</i>	Sikap (kb.)	<i>Assertive (adj.)</i>	Tegas (ks.)
<i>aggressive (adj.)</i>	agresif (ks.)	<i>relaxation (n)</i>	relaksasi (kb.)
<i>meals (n)</i>	makanan (kb.)	<i>balanced (adj.)</i>	seimbang (ks.)
<i>excessive (adj.)</i>	berlebihan (ks.)	<i>interest (n)</i>	ketertarikan (kb.)
<i>recover (v)</i>	sembuh (kk.)	<i>compulsive (adj.)</i>	wajib (ks.)
<i>reduce (v)</i>	menurunkan (kk.)	<i>seek (v)</i>	mencari (kk.)
<i>treatment (n)</i>	perlakuan (kb.)	<i>psychologist (n)</i>	psikolog (kb.)

B. Activity 2: Manuals



Lead-in

Do you know how to operate a washing machine?

Source: <https://www.cartoonstock.com>

1. Read and Learn

Manuals for Using Washing Machine

1. Add your dirty clothes and detergent to the drum of the machine.
2. Fill the drum with water at the temperature you require.
3. Perform the 'Wash' cycle – bear in mind a large load will need more time to wash than a smaller one.
4. Once the 'Wash' cycle has finished, drain the dirty water using the hose. Refill the drum with fresh water.
5. Switch on the 'Rinse' cycle. A fully automatic machine will do all of this for you.
6. After the 'Rinse' cycle your clothes should be completely clean.
7. You now need to get the clothes as dry as possible by spinning them. A fully automatic machine will do this for you, but if you have a semi-automatic machine, you now need to transfer your clothes from the washing drum into the other drum – again, the size of the load will determine how long you need to spin them for.
8. With all types of machine, once the spin cycle is finished, you should remove the clothes as soon as possible and hang them up to dry.



Source: goestat2010.info

(<https://www.cleanipedia.com/.../laundry-washing/how-to-use..>)

2. Exercise 1

Answer the Questions!

Answer the questions based on the text above.

- a. What should you do first when using washing machine to wash your clothes?
.....
- b. What do you do next?
.....
- c. What should you switch after 'wash' process is finished?
.....
- d. What should you do to make your clothes dry?
.....
- e. What is the difference between automatic and semi-automatic washing machine when you spin the clothes?
.....
.....

3. Now learn the automatic teller machine (ATM).

Can you explain how to use the ATM?

How to Use your ATM

ATMs, or Automated Teller Machines, provide a simple, convenient way to access your bank account from just about anywhere. Though ATMs may seem confusing at first, they're actually incredibly straightforward and easy to operate. Here are some simple steps to use an ATM especially to withdraw some money.

How to Use

1. To use an ATM, first insert your debit card into the machine.
2. Select your language if necessary.
3. Enter your account's secure 4-digit (sometimes 6-digit) PIN number. For security, cover the number pad while typing to make sure nobody sees your PIN.
4. Once the menu screen pops up, select whether you want to withdraw money, deposit money, transfer money, make a payment, or check your account balance.



Source: google.com

5. To withdraw money, for instance, select withdrawal menu and then set the amount of money you'd like to withdraw.
6. Follow the on-screen prompts to complete your transaction.
7. Once the transaction is complete, the money will come out from the ATM.
8. As you collect the money, your ATM Card will come out too. Don't forget to take and save it.

<http://www.mata-pelajaran.xyz/2018/03/contoh-procedure-text-how-to-use-atm.html>

4. Exercise 2

Now give your opinion (agree, hesitate or disagree) based on the manual how to use ATM. Give check (v) sign!

No.	Statements	Agree	Hesitate	Disagree
1.	You should insert your card into the ATM			
2.	You don't need necessary to select language.			
3.	You need to inform your PIN number.			
4.	It's okay to use similar number for your PIN.			
5.	You have to select the menu on screen.			
6.	You have to select the amount of the money you want to withdraw.			
7.	There are several menu on screen.			
8.	You can use your debit card to do other transactions.			
9.	You have to report the bank if your card 'swallowed' by the machine.			
10.	ATM will printout the report of your transaction.			

5. Exercise 3

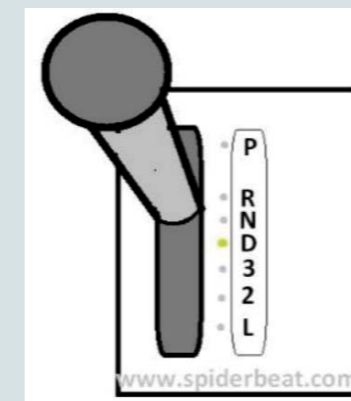
Now check the pictures below. Give your manual how to use the equipment/ instrument/machine below!



Source: coba999.wordpress.com

How to set the gas tube into the gas stove?

- a.
 - b.
 - c.
 - d.
 - e.
 - f.
- etc



Source: spiderbeat.com

How to drive the automatic car?

- a.
 - b.
 - c.
 - d.
 - e.
 - f.
- etc



Source: philips.com

How to use a blender machine?

- a.
 - b.
 - c.
 - d.
 - e.
 - f.
- etc



Source: bigbanktheories.com

How to cook rice using rice cooker?

- a.
- b.
- c.
- d.
- e.
- f.
- etc

6. Vocabularies

WORDS	MEANINGS	WORDS	MEANINGS
<i>drum (n)</i>	tabung (kb)	<i>temperature (n)</i>	suhu (kb)
<i>bear in mind (v)</i>	ingatlah (kk)	<i>load (v)</i>	muat (kk)
<i>hose (n)</i>	selang (kb)	<i>rinse (v)</i>	bilas (kk)
<i>spin (v)</i>	peras (kk)	<i>determine (v)</i>	menentukan (kk)
<i>remove ((n))</i>	menghapus (kk)	<i>convenient (adj.)</i>	mudah
<i>incredibly (adv.)</i>	luar biasa	<i>withdraw (v)</i>	menarik (kk)
<i>straight (adj.)</i>	langsung	<i>pin (personal identification number) (n)</i>	nomor pribadi (kb)
<i>payment (n)</i>	pembayaran (kb)	<i>account balance (n)</i>	saldo (kb)
<i>transaction (n)</i>	transaksi (kb)	<i>popup (v)</i>	muncul (kk)

Please write down any other difficult words you've found in this section.

WORDS	MEANINGS	WORDS	MEANINGS

7. Task to Do!

Goals:

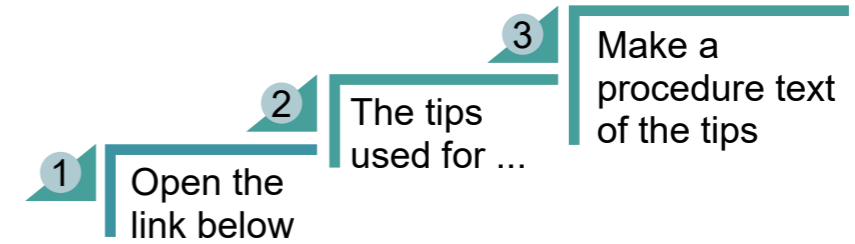
- Students are able to identify procedural texts by watching a video.
- Students are able to arrange a procedural text.

Media:

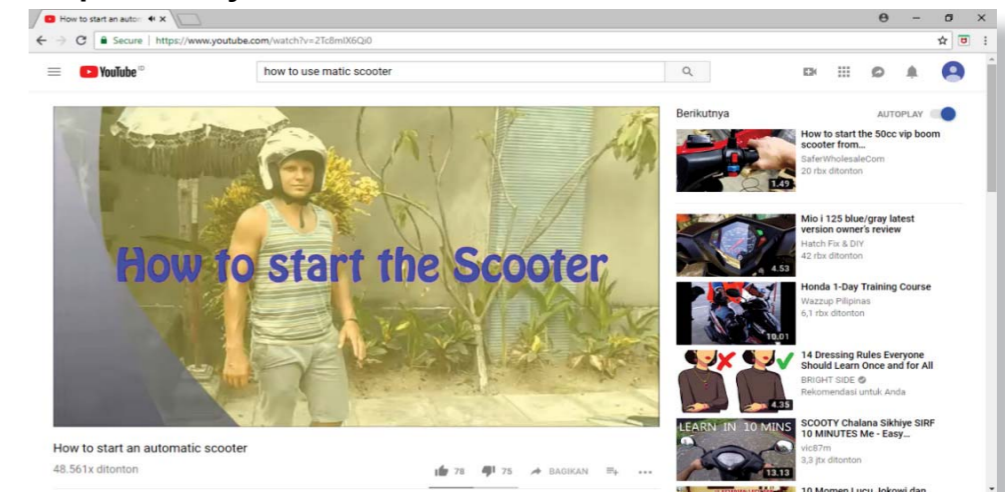
- Internet (youtube channels)
- Writing tools

Steps:

- As follows



Link 1: <https://www.youtube.com/watch?v=2Tc8mIX6Qi0>



Result for Link 1:

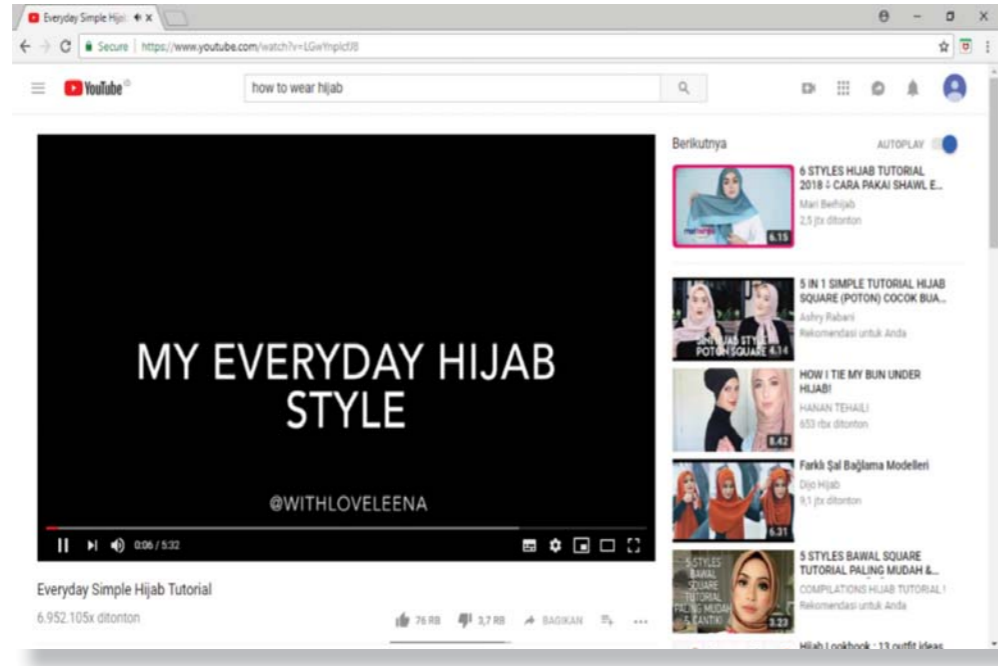
a. What is the machine used for?

.....

b. Make your note, how to use the machine step by step.

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)

Link 2: <https://www.youtube.com/watch?v=2Tc8mIX6Qi0>



Result for Link 2:

a. What is the tutorial used for?

.....

b. Make your note step by step how to wear it.

- 1)
- 2)
- 3)
- 4)
- 5)

C. Activity 3: Procedure Text



Lead-in

Do you know how to cook rice?

Source: <https://www.cartoonstock.com>

1. Read and learn

EASY FRIED RICE RECIPE

INGREDIENTS

- 3 cups cooked rice *
- 2 tablespoons sesame oil
- 1 small white onion, chopped
- 1 cup frozen peas and carrots, thawed
- 2-3 Tablespoons soy sauce (more or less to taste)
- 2 eggs, lightly beaten
- 2 tablespoons spoon chopped onions leaf (optional)



Source: google.com

INSTRUCTIONS

1. Preheat a large skillet or wok to medium heat. Pour sesame oil in the bottom. Add white onion and peas and carrots and fry until tender.
2. Slide the onion, peas and carrots to the side, and pour the beaten eggs onto the other side. Using a spatula, scramble the eggs. Once cooked, mix the eggs with the vegetable mix.
3. Add the rice to the veggie and egg mixture. Pour the soy sauce on top. Stir and fry the rice and veggie mixture until heated through and combined. Add chopped green onions if desired.

NOTES

* For the rice they suggest day old rice. I usually cook mine in the morning or night before and refrigerate. It will still taste great if you are not able to do this.

(<https://therecipecritic.com/easy-fried-rice/>)

2. Exercise 1

Answer the questions based on the procedure text above!

a. Mention 5 (five) ingredients to make delicious fried rice!

.....

b. How much rice do you need to make fast fried rice for a family?

.....

c. How many eggs do you need?

.....

d. What do you do with the vegetables?

.....

e. What does the writer suggest for the rice?

.....

3. Now read the recipe of avocado juice below!

How to Make a Glass of Avocado Juice

Avocado is good for lowering cholesterol and also a good antioxidant that can protect our eyes. Making avocado juice is so simple. With simple ingredients which you can find in your kitchen, you can do it by yourself at home. Collects the ingredients listed below and follow the steps.

Ingredients:

- 1 avocado (make sure it is ripe enough)
- 1 cup of milk
- Sugar or honey (optional)

Steps:

1. Cut the avocado in half vertically and remove the seed with a knife then scoop out the pulp.
2. Put the avocado pulp into a blender.
3. Add some milk
4. To sweeten it, you can also add some sugar or honey.
5. Blend it for about 5-10 minutes until all the ingredients are mixed perfectly.
6. Pour the juice into a glass and your avocado juice is ready to drink

(<http://az-bahasainggris.blogspot.com/2018/02/contoh-procedure-text-how-to-make.html>)



Source: nomizon.com

4. Exercise 2

Now give your check (v) whether these are suitable for avocado juice or not!



CookClips.com

<https://www.clipart.email/clipart/cartoon-kitchen-utensils-clipart-492995.html>

No	Equipment/ ingredients/Steps	Yes	No	No	Equipment/ ingredients/Steps	Yes	No
1.	Juicer or blender			11	Mix		
2.	Avocado			12.	Fry		
3.	Salt			13.	Bake		
4.	Sugar			14.	Stove		
5.	Milk			15.	Straw		
6.	Plate			16.	Ice cube		
7.	Spoon			17.	Plastics		
8.	Knife			18.	Glass		
9.	Fork			19.	Pan		
10.	Cut						

5. Exercise 3

Now make your procedure text based on the picture below!

How to Make Meatball




Source: lifestylesindonews.com

Ingredients and tools

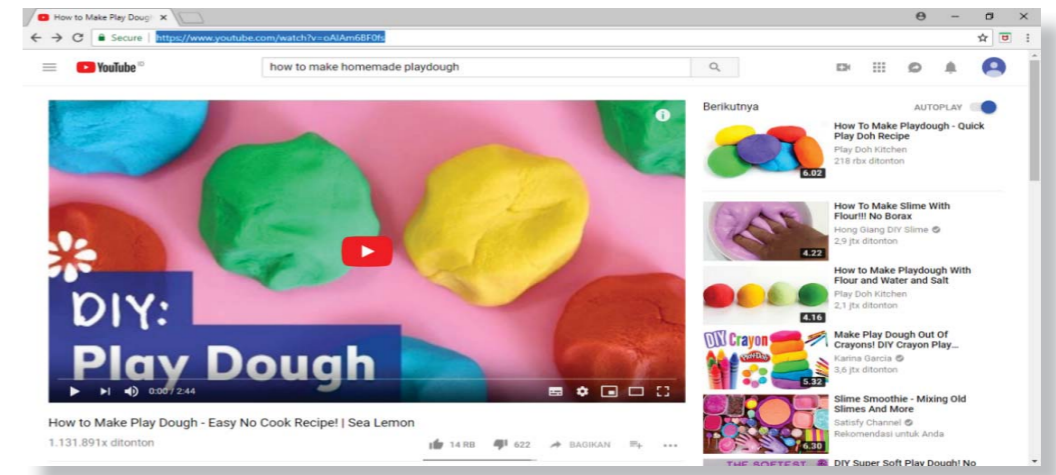
Steps

How to Make Salted Eggs



Source: zotaresep.blogspot.com

Ingredients and tools	Steps



7. Practice the dialogs below with your partner.

You may consult google translate to help you to know the meanings or to pronounce the words/sentences.

Dialog 1



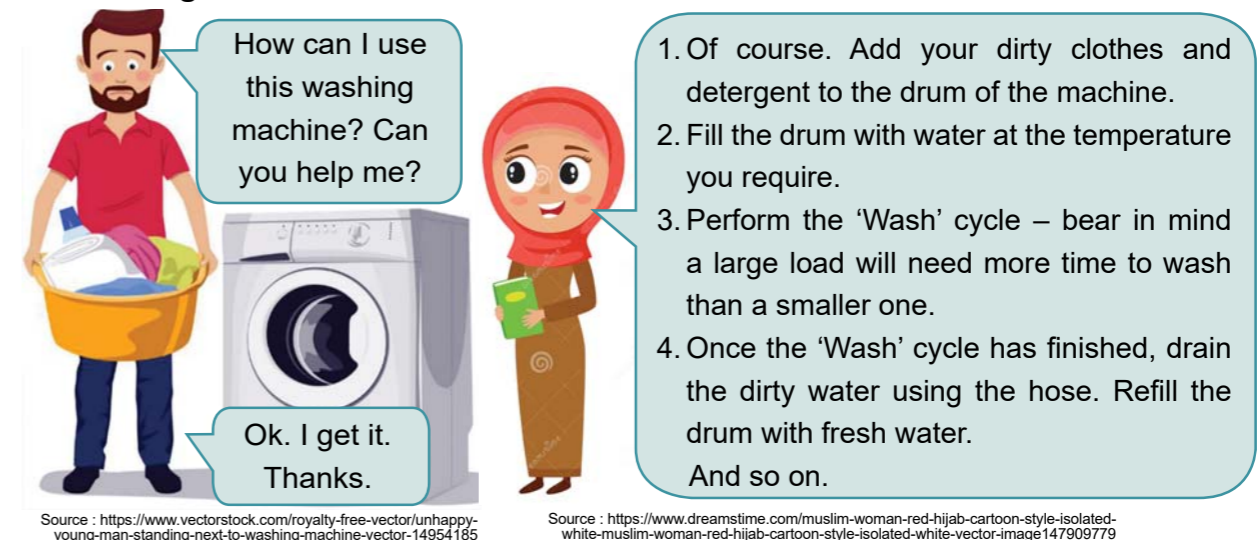
Good morning, Chef. What are we going to cook today?

Well, Sarah. We're going to cook simple food but delicious and you will like it. A durian pancake. First, Prepare the ingredients. We have: flour, coconut milk, heavy cream, beat until stiff, eggs, durian flesh which is already crushed, pandan paste, salt, and margarine. Then, combine flour and salt in a container and stir until everything is blended. Then put in the eggs one at a time, stirring constantly until smooth. And then....

Wait, Chef. Let me do it.

Source : https://all-free-download.com/free-vector/download/cooking-banner-man-woman-kitchen-icons-cartoon-design_6837486.html

Dialog 2



How can I use this washing machine? Can you help me?

1. Of course. Add your dirty clothes and detergent to the drum of the machine.
 2. Fill the drum with water at the temperature you require.
 3. Perform the 'Wash' cycle – bear in mind a large load will need more time to wash than a smaller one.
 4. Once the 'Wash' cycle has finished, drain the dirty water using the hose. Refill the drum with fresh water. And so on.

Ok. I get it. Thanks.

Source : <https://www.vectorstock.com/royalty-free-vector/unhappy-young-man-standing-next-to-washing-machine-vector-14954185>

Source : <https://www.dreamstime.com/muslim-woman-red-hijab-cartoon-style-isolated-white-muslim-woman-red-hijab-cartoon-style-isolated-white-vector-image147909779>

6. Task to Do!

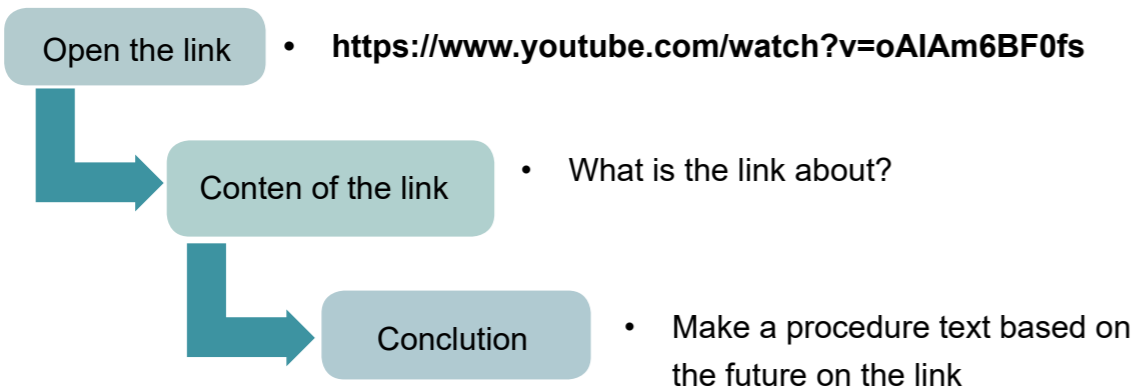
Goals:

- Students are able to identify procedural texts.
- Students are able to a procedural text based on the channel.

Media:

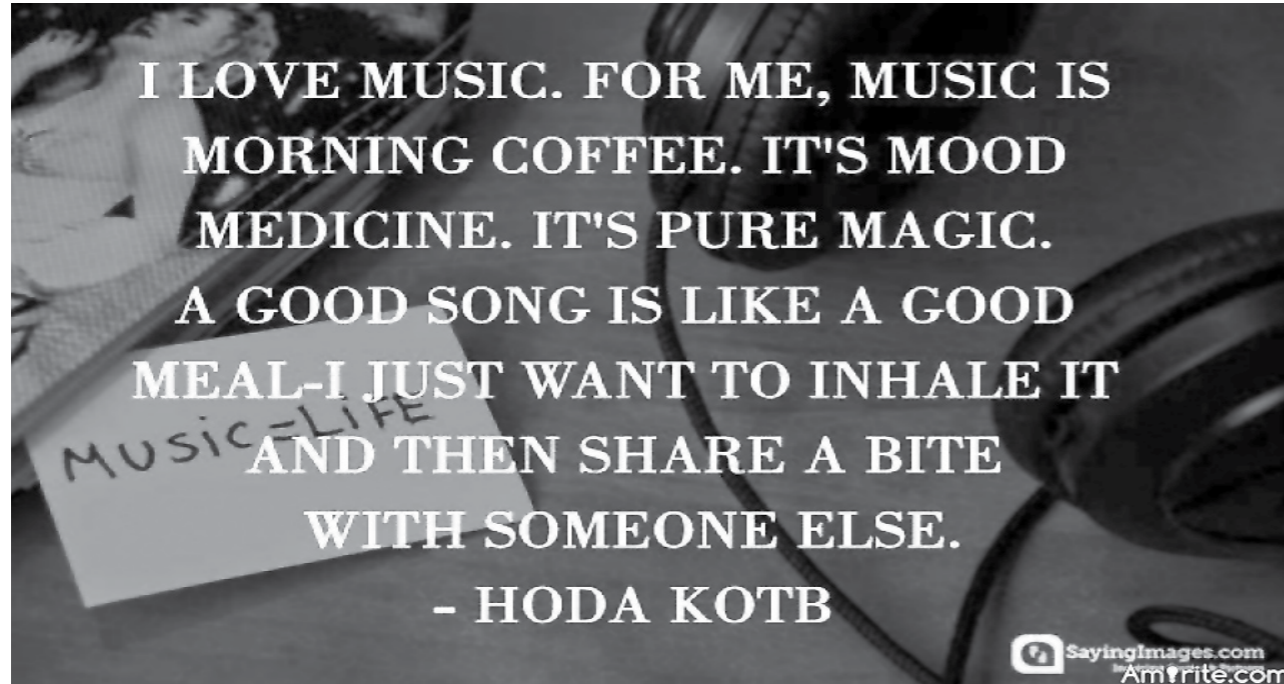
- Internet (youtube channels)
- Writing tools

Steps:



UNIT 2

Tips to Sing English Song



Source: sayingimages.com

Learning Outcome

Comprehend about song lyrics

Translating the lyrics of the song

Moral value :

Brave, confidence, collaboration, communicative

Learning Activities

A. Activity 1: Song Lyrics



Source: <https://www.cartoonstock.com>

Lead-in

Have you ever sing a song? Do you love singing?

Here some tips for singing English songs:

1. Play the song repeatedly. Listen and learn the song.
2. Memorize each sentence.
3. Know the meaning of the song's lyrics.
4. Sing together.

1. Listen and learn the song!

Open the link below:

<https://www.youtube.com/watch?v=NUEmNwjAINo>



2. Exercise 1

Check the lyrics and translate into Bahasa Indonesia

Agnez Mo Lyrics



3. Task to do

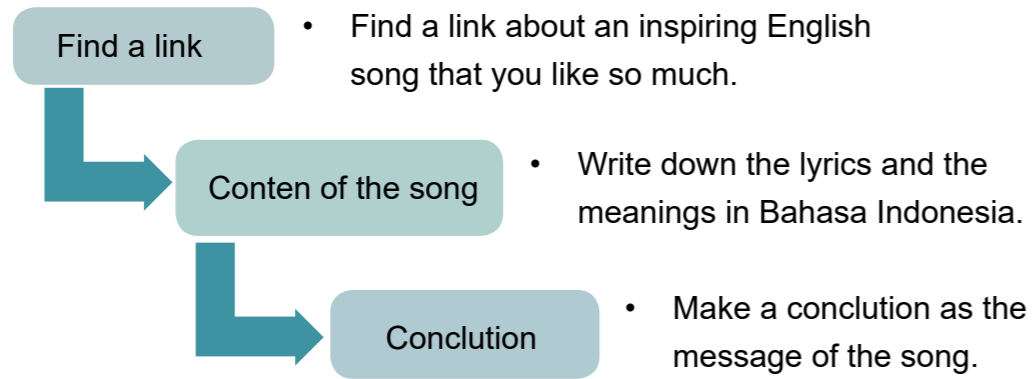
Goals :

- Students are able to identify their favorite English song.
- Students are able to comprehend the message of their favorite English song.

Media :

- Internet
- Writing tools

Steps:



You may write down your answer here or in another paper work.

The title of the song:

The lyrics and the meanings (in Bahasa Indonesia):

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

The message:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

4. Practice the dialogs below with your partner.

Dialog 1



Dialog 2



Important Notes

Procedure Text: Pengertian, Tujuan, Language Feature, dan Generic Structure

Procedure Text :

a text that is designed to describe how something is achieved through a sequence of actions or steps. Artinya, teks prosedur merupakan sebuah teks yang menggambarkan bagaimana sesuatu dapat dibuat atau digunakan melalui serangkaian langkah – langkah.

Tujuan Teks Prosedur:

untuk membuat para pembaca paham atau mengerti bagaimana cara membuat atau bagaimana cara mengoperasikan sesuatu dengan serangkaian langkah secara berurutan.

Struktur kebahasaan (Generic Structure) Teks Prosedur:

1. Aims/Tujuan

Tujuan teks prosedur tertera sebagaimana judul tersebut. Misalnya, cara membuat jus apel, tujuan dari teks ini menjadi judul dari teks itu sendiri, yaitu **“How to make an apple juice”**.

2. Tools/equipments/Alat

Tools merupakan bagian yang berisi alat – alat yang digunakan dalam mengoperasikan atau membuat sesuatu. Misalnya, untuk membuat jus apel, alat yang dibutuhkan adalah blender.

3. Ingredients/Materials/Bahan – Bahan

Berisi bahan-bahan yang dibutuhkan dalam membuat sesuatu. Misalnya; membuat jus apel bahan yang dibutuhkan adalah apel, air, gula/madu.

4. Steps/Langkah – Langkah

Merupakan bagian terakhir yang berisikan langkah-langkah dalam membuat, melakukan, atau mengoperasikan sesuatu. Langkah-langkah tersebut biasanya ditulis secara kronologis atau berurutan dari langkah awal hingga proses terakhir hingga tujuan dari teks prosedur tersebut tercapai.

Ciri Kebahasaan (Language Feature) Procedure Text:

1. Menggunakan *Simple Present Tense*.
2. Menggunakan kalimat perintah (*Imperative Sentences*).
Misalnya: *Cut the carrot, chop the onion, etc*

3. Menggunakan kata penghubung (*connectives*)
Menghubungkan kata penghubung antara satu kegiatan dengan kegiatan yang lain, contohnya; *firstly, secondly, then, after that, finally, last*, dan sebagainya.
4. Menggunakan kata keterangan (*adverbs*)
Digunakan untuk memberikan keterangan waktu (time), contohnya *for 2 minutes, one hour, thirty minutes*, dan juga untuk memberikan keterangan cara (*manner*), contohnya: *thoroughly, well, fast*, dan lain – lain.

NOTES:

Procedure Text dapat juga tidak menggunakan alat dan bahan, misalnya untuk MANUAL and TIPS.

1. *Procedure Text* yang menjelaskan cara melakukan instruksi secara manual, seperti *How to Operate Computer, How to Use Sewing Machine*, dan sebagainya.
2. *Procedure Text* yang menjelaskan bagaimana cara melakukan aktivitas-aktivitas tertentu serta peraturannya, seperti *Tips to Wash Brush your Teeth, How to Clean the Room Properly*, dan sebagainya.
3. *Procedure Text* yang berhubungan dengan kebiasaan atau sifat manusia, seperti *How to Succeed, How to Relieve Stress, How to Move On*, dan sebagainya.

(diadaptasi dari: <http://kakakpintar.com/pengertian-procedure-text-tujuan-language-feature-generic-structure/>)

Evaluation

A. Choose the correct answer!

Read the text below. The text is for questions number 1 – 4.

How to Use Online Transportation



Source: jurnalapps.com

Firstly, you have to open online transportation application on your cellular phone. Then you have to set your pick up point (exactly on the right point) and set your destination point (as set on GPS)

After that, book your order. And wait until your driver comes.

Go to your destination. Enjoy your time with the driver.

Finally, when you arrive at your destination you have to pay for the bill in cash or you can choose non-cash transaction.

Don't forget to give your stars if you are satisfied or not. If you are kind, you may give the drivers tips.

Have a great time with online transportation.

1. What should you have to order an online transportation in your cellular phone?
 - a. Data package
 - b. Pulse
 - c. GPS
 - d. Online transportation application
 - e. Driver's number
2. 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. Choose the vehicle you need to carry you
 - d. Set your pick up and destination point
 - e. Choose the driver you think you safe to go with

3. What should you do when you have arrived at your destination?
 - a. Give five stars notification
 - b. Give good comment to the driver
 - c. Pay your bill
 - d. Give your tips
 - e. Say thank you
4. What does the driver need to support his service?
 - a. Five stars notifications
 - b. Wise words from his clients
 - c. Praise and flattery
 - d. emoticon
 - e. suggestion and advice

Read the text below. Questions number 5 – 8 based on the text below.

Make a Simple Pudding

Ingredients

- 1/2 cup sugar
- 3 tablespoons cornstarch
- 1/8 teaspoon salt
- 2 cups whole milk
- 2 egg yolks
- 2 tablespoons unsalted butter
- 1 teaspoon vanilla extract



Source: farlysv.com

How to make it

Step 1

Whisk together the sugar, cornstarch, and salt in a saucepan.

Step 2

Pour 1/4 cup of the milk into the sugar mixture, stirring to form a smooth paste. Whisk in the remaining milk and the egg yolks.

Step 3

Cook the pudding mixture over low heat, stirring continuously with a wooden spoon until thickened, about 15 minutes. Do not allow it to boil. Remove from heat and stir in the butter and vanilla.

Step 4

Scrape the pudding into a bowl. Cover with plastic wrap, pressing the surface to make an airtight seal and prevent a skin from forming. Refrigerate until well chilled, about 1 hour.

(<https://www.realsimple.com/food-recipes/browse-all-recipes/vanilla-pudding>)

Answer the questions number 5 – 10 based on the text below!

5. How much sugar do you need to make a pudding?
 - a. A cup of sugar
 - b. A half cup of sugar
 - c. A tablespoon of sugar
 - d. A teaspoon of sugar
 - e. A half bowl of sugar
6. The ingredient below is not necessary to make pudding.
 - a. Unsalted butter
 - b. Sugar
 - c. Cornstarch
 - d. White egg
 - e. milk
7. The tool below is not used in making a pudding.
 - a. Saucepan
 - b. Wooden Spoon
 - c. fork
 - d. stove
 - e. bowl
8. The first step to make pudding is....
 - a. Whisk together the unsalted butter, cornstarch, and salt in a saucepan
 - b. Whisk together the sugar, cornstarch, and salt in a saucepan
 - c. Whisk together the sugar, cornstarch, and whole milk in a saucepan
 - d. Whisk together the sugar, vanilla extract, and salt in a saucepan
 - e. Whisk together the sugar, cornstarch, and egg yolk in a saucepan
9. You should stir slow and steady. It's stated in
 - a. Step one
 - b. Step two
 - c. Step three
 - d. Step four
 - e. Step five
10. Where you should put the pudding to make perfect pudding?
 - a. A beautiful bowl
 - b. A stove
 - c. A sauce pan
 - d. A refrigerator
 - e. A freezer

B. Answer the questions briefly!

Read the text below to answer the questions!

What is the right way to wash your hands?

Follow the five steps below to wash your hands the right way every time.

- Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.

- Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
- Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or air dry them.
(<https://www.cdc.gov/features/handwashing/index.html>)

1. What is the first step to wash your hand properly?

.....

2. What is the best way to lather your hand?

.....

3. How long do you should scrub your hand?

.....

4. What kind of water is good to wash your hand?

.....

5. What kind of tools do you use to dry your hand?

.....

Additional Resources

Bacalah sumber lain untuk memperkaya pengetahuan pada modul ini, seperti:

- ▶ Buku Bahasa Inggris untuk SMA
- ▶ Basic English Grammar
- ▶ Tayangan youtube yang berkaitan dengan teks prosedur.

Assessment

RUBRIK PENILAIAN

A. Penilaian Sikap

1. Teknik Penilaian : Observasi

2. Instruksi :

- a. Instrumen Observasi ini diisi oleh tutor yang mengajar tatap muka mata pelajaran Bahasa Inggris.
- b. Berdasarkan hasil observasi, berilah penilaian sikap pada peserta didik dengan menggunakan lembar pengamatan.

3. Lembar Pengamatan

LEMBAR PENGAMATAN	
Nama Peserta Didik	:
Tingkat/Semester	:
Karakter yang dinilai	: 1. Disiplin 2. Kejujuran 3. Kesopanan 4. Komunikatif 5. Percaya diri 6. Kerjasama 7. Religius 8. Tanggungjawab

No.	PERNYATAAN	SKOR			
		4	3	2	1
1.	Peserta didik mengumpulkan tugas tepat waktu.				
2.	Peserta didik mengerjakan tugas mandiri dengan tidak mencontek pekerjaan rekan yang lain.				
3.	Peserta didik menunjukkan sikap sopan dan menghargai tutor.				
4.	Peserta didik melakukan komunikasi secara aktif dengan cara yang baik dan sopan terhadap tutor.				
5.	Peserta didik menunjukkan sikap percaya diri, tetapi tidak angkuh dalam mengerjakan tugas mandiri maupun kelompok.				
6.	Peserta didik menunjukkan kerjasama yang baik dengan rekan yang lain dalam mengerjakan tugas kelompok.				
7.	Peserta didik menunjukkan perilaku taat beragama, menjalankan ibadah sesuai dengan ajaran agamanya.				
8.	Peserta didik menunjukkan tanggungjawab dalam melaksanakan tugas pribadi maupun kelompok tanpa mengeluh dan mengerjakan secara bersungguh-sungguh.				
Total per skor					
Total Skor Keseluruhan					

Keterangan:

- a. Skor 4 diberikan apabila peserta didik SELALU menunjukkan SIKAP dan PERILAKU baik.
- b. Skor 3 diberikan apabila peserta didik SERING menunjukkan SIKAP dan PERILAKU baik.
- c. Skor 2 diberikan apabila peserta didik KADANG-KADANG menunjukkan SIKAP dan PERILAKU baik.
- d. Skor 1 diberikan apabila peserta didik JARANG/TIDAK PERNAH menunjukkan SIKAP dan PERILAKU baik.

4. CATATAN PENSKORAN:

- a. Nilai skor maksimal = 32
 - b. Nilai diperoleh = $\frac{\text{Skor yang diperoleh}}{\text{Skor Maksimal}} \times 100 \rightarrow \frac{X}{32} \times 100$
- Skor Maksimal 32
- c. Contoh
 - Skor yang diperoleh = 28
 - Nilai yang diperoleh = $\frac{28}{32} \times 100 = 87,5$

B. Penilaian Pengetahuan Dan Keterampilan

1. Teknik Penilaian : Penugasan

2. Instruksi :

- Penilaian ini dilakukan oleh tutor dengan cara mengevaluasi hasil pekerjaan peserta didik berdasarkan tugas-tugas yang diberikan.
- Nilai maksimal untuk masing-masing tugas adalah 100.
- Selanjutnya setiap nilai tugas pada modul ini dijumlah dan diambil nilai rata-rata penugasan.
- Contoh, Jumlah tugas pada unit 1 sebanyak 10 tugas. Rata-rata nilai diambilkan dari:

$$\frac{\text{Jumlah nilai keseluruhan}}{10} = \text{NILAI RERATA} \rightarrow \frac{850}{10} = 85$$

C. RUBRIK PENILAIAN DAN KUNCI JAWABAN

1. Rubrik Penilaian Unit 1

Jumlah penugasan pada Unit 1 adalah 12. Rincian tugas tersebut dapat dilihat sebagai berikut:

a. Activity 1 Exercise 1 (answer the questions)

No.	Jawaban	Skor
1.	a. Do a healthy diet b. Do exercises regularly c. Stay happy	20
2.	No, I have to do exercises regularly	20
3.	a. Keep your face clean b. know your skin type	20
4.	No, we should use a light one	20
5.	Yes, I know it by identifying my skin in the morning for the first time I wake up.	20
Total Nilai		100
Peserta didik mungkin menjawab pilihan lain. Nilai diberikan apabila peserta didik menjawab dengan istilah yang tepat, struktur bahasa yang tepat dan makna yang tepat		

b. Activity 1 Exercise 2 (say agree or disagree)

No. soal	Jawaban	Skor
1.	agree	10
2.	disagree	10
3.	disagree	10
4.	agree	10
5.	disagree	10
6.	agree	10
7.	disagree	10
8.	disagree	10
9.	agree	10
10.	Agree	10
Total Nilai		100

c. Activity 1 Exercise 3 (Answer the questions)

No. soal	Jawaban	Skor
1.	- use toothpaste - use appropriate toothbrush - do it twice a day	20
2.	- use hand soap - use clean water - do it regularly	20
3.	- exercise regularly - eat healthy food - stay happy	20
4.	- use bathroom brush - use bathroom cleanser - do it twice a week	20
5.	- use baby soap - use warm water - do it carefully	20
Total Nilai		100
Peserta didik mungkin menjawab dengan jawaban berbeda. Tutor dapat memberikan nilai untuk jawaban yang rasional dan menggunakan struktur Bahasa yang tepat.		

d. Activity 1 Task to Do (Resume)

No. soal	Jawaban	Skor
1.	Peserta didik memeriksa hasil resumanya sendiri yang bersumber pada youtube. Nilai diberikan berdasarkan kriteria: a. Kelengkapan isi b. Kesesuaian isi c. Struktur bahasa yang digunakan d. Keruntutan teks prosedur yang disusun	50
2.	Peserta didik memeriksa hasil resumanya sendiri yang bersumber pada youtube. Nilai diberikan berdasarkan kriteria: a. Kelengkapan isi b. Kesesuaian isi c. Struktur bahasa yang digunakan d. Keruntutan teks prosedur yang disusun	50
Total Nilai		100

e. Activity 2 Exercise 1 (answer the questions)

No.	Jawaban	Skor
1.	Add your dirty clothes and detergent to the drum of the machine	20
2.	Fill the drum with water at the temperature you require.	20
3.	Switch on the 'Rinse' cycle. A fully automatic machine will do all of this for you.	20
4.	You now need to get the clothes as dry as possible by spinning them.	20
5.	A fully automatic machine will do this for you, but if you have a semi-automatic machine, you now need to transfer your clothes from the washing drum into the other drum	20
Total Nilai		100
Peserta didik mungkin menjawab pilihan lain. Nilai diberikan apabila peserta didik menjawab dengan istilah yang tepat, struktur bahasa yang tepat dan makna yang tepat		

f. Activity 2 Exercise 2 (say agree, hesitate, or disagree)

No. soal	Jawaban	Skor
1.	agree	10
2.	disagree	10
3.	disagree	10
4.	hesitate	10
5.	agree	10
6.	agree	10
7.	agree	10
8.	agree	10
9.	agree	10
10.	agree	10
Total Nilai		100

g. Activity 2 Exercise 3 (make sentences)

No. soal	Jawaban	Skor
1.	a. Put the gas hose into the gas pipe in the back of the stove. b. Put the clamp pipe into the edge of the pipe. c. Put the gas hose into the regulator. d. Put the regulator into the gas tube. e. Tighten it with the screwdriver	25
2.	a. Start the car b. Select your gear D is for drive R is for reverse N is for neutral c. Release the parking brake d. Check your surroundings e. Get your car moving	25
3.	a. wash your fruit b. peel the fruit c. cut the fruit into small pieces d. place diced fruit into the blender e. blend on	25

4.	a. wash the pan b. measure the rice you will cook c. wash the rice d. put the rice into the pan e. add the water properly.	25
Total Nilai		100
Peserta didik mungkin menjawab dengan jawaban berbeda, namun masih dapat memberikan nilai untuk jawaban yang rasional dan menggunakan struktur bahasa yang tepat.		

h. Activity 2 Task to Do (youtube link)

Peserta didik membuat resume dari link youtube. Peserta didik membuat kalimat teks prosedur berdasarkan hasil link youtube tersebut.

No. soal	Jawaban	Skor
1.	Scooter machine	50
2.	Hijab tutorial	50
Total Nilai		100

i. Activity 3 Exercise 1 (answer the questions)

No.	Jawaban	Skor
1.	Rice, sesame oil, white onion, peas, carrot, eggs	20
2.	3 cups of cooked rice	20
3.	2 eggs	20
4.	Chop the vegetables	20
5.	Suggest day old rice	20
Total Nilai		100
Peserta didik mungkin menjawab pilihan lain. Nilai diberikan apabila peserta didik menjawab dengan istilah yang tepat, struktur bahasa yang tepat dan makna yang tepat		

j. Activity 3 Exercise 2 (say Yes or No)

No Soal	Jawaban	No Soal	Jawaban
1.	Yes	11	Yes
2.	Yes	12	No
3.	No	13	No
4.	Yes	14	No
5.	Yes	15	Yes
6.	No	16	Yes
7.	Yes	17	Yes
8.	Yes	18	No

9.	No	19	Yes
10	Yes	20	No

k. Activity 3 Exercise 3

No. soal	Jawaban	Skor
1.	Tutor memeriksa hasil pekerjaan peserta didik meliputi: a. Bahan membuat bakso b. Alat membuat bakso c. Cara membuat bakso	50
2.	Tutor memeriksa hasil pekerjaan peserta didik meliputi: a. Bahan pembuat telur asin b. Alat pembuat telur asin c. Cara membuat telur asin	50
Total Nilai		100

l. Activity 3 Task to Do

Peserta didik membuat resume dari link youtube. Peserta didik membuat kalimat teks prosedur berdasarkan hasil link youtube tersebut.

Jawaban	Skor
Membuka link yang diminta.	20
Membuat play dough sesuai instruksi dalam link.	80
Total	100

2. Rubrik Penilaian Unit 2

Jumlah latihan dan penugasan pada Unit 2 adalah 3. Rincian tugas tersebut dapat dilihat sebagai berikut:

a. Activity 1 Exercise 1 (Translate the song into Bahasa Indonesia)

Title : Be Brave

Singer : Agnes Mo

Tutor memeriksa pekerjaan peserta didik dari hasil terjemahan lagu tersebut. Nilai diberikan berdasarkan ketepatan, ketuntasan dan kelengkapan isi translate.

b. Activity 2 Exercise 2 (Translate the song into Bahasa Indonesia)

Title : How Far I'll Go

Singer : Allesia Cara

Tutor memeriksa pekerjaan peserta didik dari hasil terjemahan lagu tersebut. Nilai diberikan berdasarkan ketepatan, ketuntasan dan kelengkapan isi translate.

c. Activity 2, Practice the dialog (dialog 3)

d. Activity 1 Task to Do

No. soal	Jawaban	Skor
1.	Membuka link sesuai perintah.	20
2.	Menuliskan lirik lagu dalam Bahasa Inggris dan Bahasa Indonesia.	40
3.	Menuliskan pesan dari lagu sesuai instruksi.	40
Total		100

D. PENILAIAN EVALUASI

1. Teknik penilaian : Tes

2. Instruksi :

- Penilaian evaluasi menggunakan soal evaluasi yang terdiri atas 10 soal pilihan ganda dan 5 soal uraian (essay).
- Peserta didik diharapkan mengerjakan keseluruhan soal dan menyerahkan hasilnya pada tutor.
- Skor untuk pilihan ganda adalah **BENAR** nilai **1** dan **SALAH** nilai **0**.
- Skor untuk soal uraian adalah rentang antara **0 – 2**
- Nilai yang diperoleh untuk evaluasi adalah:
(Jumlah Skor Pilihan Ganda + Jumlah skor essay) x 5

Contoh:

Skor Pilhan Ganda = 7

Skor Soal Essay = 6

Nilai yang diperoleh = (7+6) x 5 = 65

3. Rubrik Evaluasi

Jenis Tes	No Soal	Kunci Jawaban	Skor	Keterangan
Pilihan ganda	1	D	1	Salah nilai 0
	2	D	1	
	3	C	1	
	4	A	1	
	5	B	1	
	6	D	1	
	7	C	1	
	8	B	1	
	9	C	1	
	10	A	1	

Uraian	1	Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.	2	Rentang nilai antara 0 – 2. Skor 2 diberikan jika menjawab sempurna sesuai kalimat pada kunci jawaban
	2	by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.	2	
	3	for at least 20 seconds	2	
	4	Clean running water	2	
	5	towel	2	
TOTAL NILAI			20	

E. PENILAIAN GABUNGAN

- Penilaian gabungan adalah rerata antara nilai pengetahuan dan keterampilan, serta soal evaluasi
- Pemberian nilai gabungan dilakukan dengan kriteria sebagai berikut:
 - Jumlah nilai Sikap memiliki bobot 30%.
 - Jumlah nilai pengetahuan dan keterampilan memiliki bobot 40%.
 - Jumlah nilai evaluasi memiliki bobot 30%.
 - Penggabungan nilai dilakukan dengan cara sebagai berikut:
NILAI MODUL = (nilai sikap x 30%) + (Nilai pengetahuan dan keterampilan x 40%) + (nilai evaluasi x 30%)
 - Contoh:

Nilai latihan = 87,5

Nilai penugasan = 85

Nilai evaluasi = 65

Nilai gabungan = (30% x 87,5) + (40% x 85) + (30% x 65)

= 26,25 + 34 + 19,5

= 79,75



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