

Appendix

Appendix 1

Document of First Meeting

The first observation was done on May 21, 2014. When the teacher came into the class she greeted the students first before the activities were started. This was aimed at making the students feel comfortable and built the relationship, and atmosphere in teaching-learning process. Then, she asked some questions about the topic that would be discussed together. She did it in order to make the students have more interest in the topic. Then, she showed the picture cup of coffee and asked to the students to tell step by step the process to make a cup of coffee. It is to make the students feel enjoy having the lesson the general structure and language features of a text. She led the students to understand of procedure text.



Figure 1. The Cup of Coffee

- Teacher : Assalamu'alaikum
Students : Wa'alaikummusalam
Teacher : Good Morning, students.
How are you today?
Students : Good Morning, Mam.
Allhamdulillah. We are good and even better.
How about you, mam?
Teacher : I'm fine too, thank you.
Are you ready for the lesson today?
Students : Yes, ready mam
Teacher : Today we will study procedure text.
Do you know, what is procedure text?
Students : Langka-langka untuk membuat atau memakai sesuatu, mam,.
(Students said in Indonesian).

Teacher : Yes, you are right. Good.
 Procedure text tells about some steps in doing something in sequence.
 Now, I'm going to show you some pictures. Lets', see the pictures! (Show the picture a cup of coffee).

Students : Okey, mam.



Figure 2. Procedure How to Make a Cup of Coffee

After the teacher showed the pictures, she asked the students to tell how to make a cup of coffee. She helped the students to explore their imagination, by showed picture series about procedure to make a cup of coffee. The first, the teacher asked the students to mention of material needed to make a coffee. And then she showed the picture like sugar, coffee, hot water, cup and spoon to the students to help their imagination. Second, the teacher gave jumbled picture of procedure to make a cup of coffee. The teacher asked the students to arrange the jumbled pictures of procedure make a cup of coffee into the right order, and then asked to one's of students to write the right step by step to make a cup of coffee in the whiteboard.

Teacher : And now, see the picture! What are you can get in the picture?
 Students : That is Sugar, Coffee, hot water, spoon and cup, mam.
 Teacher : Yes, of course. There are materials to make a cup of coffee.
 Whose one from you can write the materials in the whiteboard?
 Students : I can mam. (Some students' rise their hand)
 Teacher : Yes, you Wulan, please.
 Students : Okey, thanks mam.

Students' can be active and enjoy in the teaching and learning process.

They can more easy to mentioned the material to make a cup of coffee.

- Teacher : After we know the material. Then, I will show to you some pictures. I have a jumbled series picture of procedure to make a cup of coffee. Lets' we arrange to the right order. Which picture that show the first step?
- Students : Pour the sugar into the cup. Memasukkan gula mam,.
(some of them said in Indonesian and some of them in English)
- Teacher : Okey. Good. And then?
- Students : Pour the coffee, mam.
- Teacher : Okey. Good. What is the next picture?
- Students : Pour the hot water, mam.
- Teacher : Yes, you're right. Good. After that?
- Students : We can drink the coffee, mam.
- Teacher : Perfect. Now, we know procedure to make a cup of coffee and we know the general structure procedure text. That is Goal or Title, Material and Steps. Do you understand?
- Students : Yes, mam.
- Teacher : Now, write the procedure into your book! And then please submit it to me.

In the first observation, the teacher gave the students the jumbled picture series to help the students remember and understand the general structure of procedure text. The teacher also asked the students to make the procedure in their books to check the understanding of the procedure text. She will check and explained their mistake about the language features of the text and asked the difficulties to learn, so that they would not make similar mistake.

At first, the students did not know well about the general structure of procedure text, but after the teacher show the picture series about procedure text, they knew the good arrangement and general structure of the procedure text. They could state and write their own procedure text.

Appendix 2

Document of Second Meeting

The second observation was done on May 28, 2014. The activity was reviewing the students' work in the previous meeting. In this meeting, students divided in the group and the teacher asked them to discuss about series picture of procedure text. This was aimed the students enjoyed working and they could discussion with their group.

- Teacher : Assalamu'alaikum, How are you today?
Students : Wa'alaikummusam, I'm fine mam, and you?
Teacher : I'm fine too, thanks you.
Are you ready to study?
Students : Yes, ready mam.
Teacher : Did you still remember the topic yesterday?
Students : Yes, mam about procedure text.
Teachers : That's good. Did you remember how to make a cup of coffee?
Students : Yes, mam
Teacher : What do you need to make it?
Students : Sugar, coffee, hot water, spoon and cup.
Teacher : Good. What is the first step?
Student : Pour the coffee and sugar first. Masukkanguladan kopi,.
(Some of them said in Indonesian and some of them in English).
Teacher : That's good. What is the next step?
Teacher : Memanaskan air, mam. (One of students said in Indonesian)
Student : No, kitatidakperlumemanaskan air kansudahdisiapkanair panas. (a student give a response to her friends answer)
Teacher : Okey, boiled water first or used dispenser to make quickly, then?
Students : Tuangkan air mam dalamcangkirlalu di aduk.
(Students said in Indonesian)
Teacher : Pour the hot water in a cup and mix with sugar and coffee. And that stir it with spoon. That's enough how to make a cup of coffee quickly. Today, I will give you series picture about procedure text. One series pictures for two peoples. You can see the series picture to know the material and step by step how to make something in the series picture that's, I will give to you. Are you ready students?
Students : Yes, ready mam. Jangan yang sulitya, mam.
(Some of them said in Indonesian)
Teacher : If you are finish, I will check one by one.
Students : Oke, Mam.

The teacher gave to different picture for each group. There are three kind of series picture about procedure text. First, tell about procedure to make a tea, second picture tell about procedure to make avocado juice and the last picture is procedure to make a kite. The students enjoyed working with their group. They see the series pictures and tried to arrange the procedure text. All the groups brought and used a dictionary with them. Not more than ten minutes, the teachers asked their answers and difficult.

Teacher : Well, have you finished? Do you have difficult words?

Students : Not, yet, Mam. No.

Teacher : What you must write first?

Students : The material, Mam. And then step by step.

Teacher : Good. See the picture carefully!

She asked the difficult and answered students' questions. The teacher also explained more about the way to write a right sentence. She explained clearly in every group that had difficult. One of the groups still confused to mention the material and explained step by step how to a make kite.

Students : Bu, bahasa inggrisnya kerangka itu apa?

Teacher : you can use word "frame". Atau biasa kalian sebut bingkai

Students : lalu bu, setelah membuat bingkai langsung kita pasang ya bu.

Teacher : yes, of course. Lay the frame on sheet of paper.

Students : Baik lah bu kami sudah mengerti, terima kasih.

Teacher : Good. You have to create based on your imagination, work with your group. Ok.

Teacher : When the bell rings, you have to submit your work to me.

Students : yes, mam

The learning activities continued until the time was over. During the activities, the students actively asked their problems to the teacher. The teacher also always moved closer to each group, she made a clear solution of their problems in writing. As the bell rang, the teacher asked the students to submit their work. The teacher's techniques gave a great contribution to the students' achievement. She helped the students keep focus in composing a written story. The teaching techniques used by the teacher in two second meeting were review the previous study, question answer, and composition.

Appendix 3

Kuesioner Untuk Siswa

Angket ini bertujuan untuk mengetahui respon siswa terhadap penggunaan *Series Picture* dalam pengajaran *Writing Procedure Text*.

Nama :

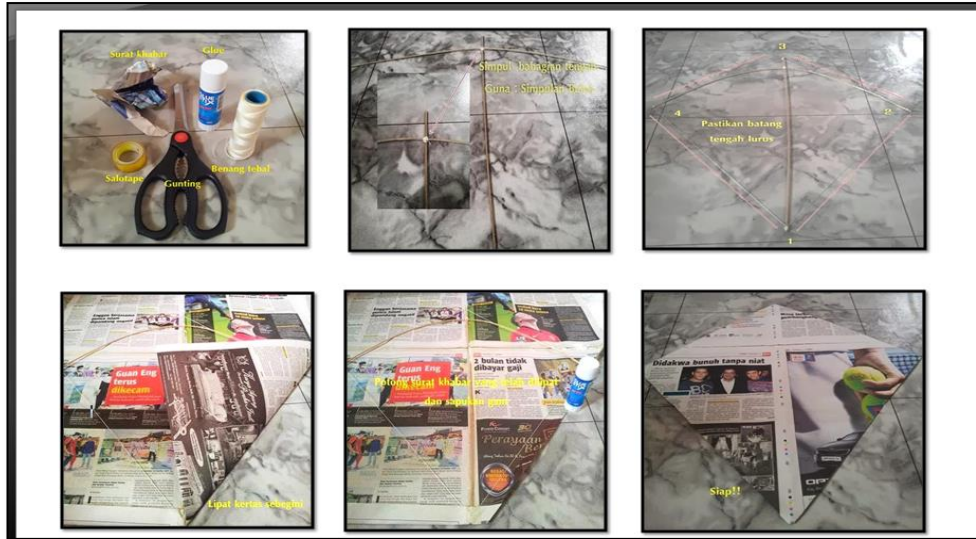
Kelas :

Berilah tanda centang (\checkmark) pada kolom sesuai dengan jawabanmu.

NO	Pertanyaan	Sangat Setuju	Setuju	Tidak Setuju	Sangat Tidak Setuju
1	Siswa menyukai pelajaran Bahasa Inggris.				
2	Siswa suka menulis teks dalam Bahasa Inggris.				
3	Siswa sering bosan dengan pembelajaran Bahasa Inggris.				
4	Siswa sering menemui kesulitan dalam menulis teks dalam Bahasa Inggris.				
5	Penggunaan <i>series pictures</i> sebagai media memotivasi siswa mempelajari <i>procedure text</i> .				
6	Penggunaan <i>series pictures</i> dalam pengajaran menulis <i>procedure text</i> sangat menarik bagi siswa.				
7	Penggunaan <i>series pictures</i> dapat membantu dan mengembangkan kemampuan siswa dalam menulis.				

Appendix 4

Teaching Material



Appendix 5

Teaching Material



Appendix 6

IMPLEMENTATION PLAN FOR LEARNING

Name of School	: SMK MUHAMMADIYAH 3 PEMUDA KRIAN
Subject	: English
Class / Semester	: XI / 2
Allocated time	: 4 X 45 '
Standards of competence Elementary level	: Communicating with English equivalents
Basic Competence	: 2.6. Understanding simple instruction.
Indicators	: The expressions of describing process.

I.Learning Objectives:

After practicing this unit, students should be able to :

- Use various kind of expression for describing work process correctly.
- Use various kind of expression for describing the function of appliances by using the appropriate sequence of words correctly.

II.Learning Materials:

Procedure Text How To Make A Cup Of Coffee

Ingredients

- Hot Water
- Coffee
- Sugar
- A Cup and a spoon

Steps



III.Learning Methods

1. Lecture
2. Discussions.
3. Picture Series of Procedure Text

IV. Learning Steps

➤ First Meeting

Activities	Descriptions	Aspect of character
1. Early Activities 15 minutes	Preliminary <ul style="list-style-type: none"> * Teacher give a greeting the students. * Teacher ask the leader of class to lead praying before beginning the lesson. * Teacher check students' attendance. * Teacher gives apersepsi about describing process. 	Leadership, Cooperative Discipline Believe and obedient to God
2. Core Activities 60 minutes	Ekplorations <ul style="list-style-type: none"> * Teacher give an example of procedure text using picture series * Teacher ask the student some sequence word used in the text. Elaborations <ul style="list-style-type: none"> * Students create a procedure text and read it in front of the class. * Students complete the incomplete procedure text by using the appropriate action verbs of procedure. Confirmations <ul style="list-style-type: none"> * Teachers check student's work. * Teacher ask the students about the difficulties in understanding procedure text. 	Cooperative Discipline Dedicated Self confidence motivated
3. End Activities 15 minutes	<ul style="list-style-type: none"> * Teachers give homework. * Teacher ask the leader of the class to lead praying for ending the lesson. * Teachers close / end the lesson by saying hello to our students before exiting the classroom. 	Cooperative, pay attention to the information

➤ Second Meeting

Activities	Descriptions	Aspect of character
1. Early Activities 15 minutes	Preliminary <ul style="list-style-type: none"> * Teacher give a greeting the students. * Teacher ask the leader of class to lead praying before beginning the lesson. * Teacher check students' attendance. * Teacher gives apersepsi about describing process. 	Leadership, Cooperative Discipline Believe and obedient to God

<p>3. Core Activities 60 minutes</p>	<p>Ekplorations</p> <ul style="list-style-type: none"> * Teacher reviews the material in the previous meeting. * Teacher ask the student procedure text how to make a cup of coffee. * Teacher divided the students into some groups. * Teacher give students picture series of procedure text. <p>Elaborations</p> <ul style="list-style-type: none"> * Students discuss picture series of procedure text. * Students create a procedure text and write in the work sheet. * Students complete the incomplete procedure text by using the appropriate action verbs of procedure. <p>Confirmations</p> <ul style="list-style-type: none"> * Teachers check student's work. * Teacher ask the students about the difficulties in understanding procedure text. 	<p>Cooperative Discipline Dedicated Self confidence motivated</p>
<p>3. End Activities 15 minutes</p>	<ul style="list-style-type: none"> * Teachers give homework. * Teacher ask the leader of the class to lead praying for ending the lesson. * Teachers close / end the lesson by saying hello to our students before exiting the classroom. 	<p>Cooperative, pay attention to the information</p>

V.Tools / resources / materials

1. Sularto ,S.Pd.**The Universe Of English 2nd years.**Yudhistira.

VI. Assessment aspect

In this written test type, each correct answer gets different score

Content	: Score 13 – 30
Organization	: Score 7 – 20
Vocabulary	: Score 7 – 20
Grammar	: Score 5 – 25
Mechanic a	: Score 2 – 5

Maximum score is 100 and minimum score is 50

Sidoarjo, May 24th 2014
English Teacher

SULIYAH,S.Pd



MAJELIS PENDIDIKAN DASAR DAN MENENGAH MUHAMMADIYAH

SMK "PEMUDA" KRIAN

TERAKREDITASI "A" ; ISO 9001:2008

Jl. Raya Kemasari Krian-Sidoarjo Telp/Fax : (031) 8971029-8984226 ✉ 61262

Email : smkpemuda_krian@yahoo.co.id Website : www.smkpemudakrian.com

NSS : 344850020004

NDS : 430502090



Management System
ISO 9001:2008
www.tuv.com
ID 5195069475

PROGRAM / KOMPETENSI KEAHLIAN : AKUNTANSI, PEMASARAN, MULTIMEDIA, TKJ dan TSM

Nomor : 187/E.24/SMK/P/Kr.VI/2014

Lamp. : -

Perihal : Jawaban Permohonan Izin
Penelitian

Kepada : Yang terhormat,

Dekan FKIP

Universitas Muhammadiyah Surabaya

Di

Tempat

Assalamu'alaikum Wr. Wb.

Menindaklanjuti surat dari Universitas Muhammadiyah Surabaya perihal permohonan ijin penelitian Nomor 098/KET/II.3-FKIP/F/IV/2014, bahwa pada prinsipnya kami tidak keberatan untuk sebagaimana yang dimaksud dari surat tersebut.

Adapun nama mahasiswa tersebut adalah :

NO	NIM	NAMA	FAK/JURUSAN
1	2010.111.1131	Evris Hera Putri H.	FKIP Bahasa Inggris

Judul Penelitian : Teaching Procedure Text Using Picture Series In The Second Grade of Muhammadiyah 3 Pemuda Senior High School at Krian.

Demikian atas perhatian dan kerjasamanya kami ucapkan terima kasih.



Krian, 29 Mei 2014
Kepala Sekolah

Dra. Hj. SUSI HERAWATI, S.Pd