UNIT 11

This is How I do it:

Understanding and Giving Instructions

|  |  |
| --- | --- |
| **Target Skills**  *(Keterampilan Utama)* | **Speaking** *(Berbicara)* |
| **Supporting Skills**  *(Keterampilan Pendukung)* | **Listening, Reading, and Writing** *(Mendengarkan, membaca dan menulis)* |
| **Learning Objectives**  *(Tujuan Pembelajaran)* | **You will be able to:** *(Anda akan mampu melakukan hal-hal berikut)*   * Understand instructions by rearranging steps in a procedure * Give instructions to do something * Perform a dialog about understanding and giving instructions |
| **Learning Activities**  *(Kegiatan Pembelajaran)* | 1. **S**tart:   Rearranging steps   1. **M**aster it: 2. Giving instructions: Filling in blanks with sequencing words 3. Understanding a dialog about giving instructions and understanding instructions 4. **A**pply: 5. Rearranging steps of a procedure 6. Giving instructions 7. Performing a dialog about giving instructions and understanding instructions 8. **R**eview: Discussion questions 9. **T**ake note: Checking understanding and making sure |

**Let’s Start 🏳**

Sometimes at school (if you are a student) or at work (if you are an employee), you will need write a paper or a report. Below are some steps to write a paper. *(Kadang-kadang di sekolah—jika anda adalah seorang pelajar, atau di tempat kerja—jika anda adalah karyawan, anda perlu menulis makalah atau laporan. Berikut adalah beberapa langkah untuk menulis makalah).*



**Activity 11.1. Writing a Paper**

Rearrange the following steps to write a term paper. *(Susun kembali langkah-langkah berikut dan tuliskan di bawah ini).*

|  |  |
| --- | --- |
| A | Make your point in the introduction |
| B | Support your point in the body paragraphs |
| C | Choose your topic and goal |
| D | After you get the information needed, develop an outline |
| E | Conclude with a brief summary and final message |
| F | Collect information that matches your topic and goal |

|  |  |
| --- | --- |
| **Step 1** |  |
| **Step 2** |  |
| **Step 3** |  |
| **Step 4** |  |
| **Step 5** |  |
| **Step 6** |  |

**Let’s Master it 🗐**

**Study the following expressions taken from the following link.** *(Pelajari ungkapan yang diambil dari link berikut).*

[**http://www.english-at-home.com/giving-instructions/**](http://www.english-at-home.com/giving-instructions/)

**Actitivy 11.2. Giving instructions**

Look at the following simple instructions to replace a light bulb. Fill in the blanks with the following sequencing words. *(Perhatikan perintah sederhana berikut untuk mengganti bola lampu. Isi bagian yang kosong dengan ungkapan yang tersedia di dalam kotak berikut).*

|  |  |  |  |
| --- | --- | --- | --- |
| Finally | Firstly | Then | Secondly |

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_, turn off th electricity.
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_, remove the old light bulb.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_, screw in the new light bulb.
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_, turn the electricity on and switch on the light.

**Notes:**

You can also say “**after that**” or “**next**” instead of “then” and “first”/”second” instead of “firstly” and “secondly”.

**Activity 11.3. Understanding a dialog**

Read the following dialog and choose the best answer in each number. *(Baca dialog berikut dan pilih jawaban yang paling tepat di tiap nomor).*

Kim : I need to fax this document. Do you know ....?

1. (A) where the fax machine is?
2. how to use the fax machine?
3. why do you use the fax machine?

Pam : Sure, it’s easy. First, place the document on the machine face down.

1. (A) Are you sure?
2. Is that you?
3. Is it clear?

Kim : Place the document face down. Okay.

1. (A) Like this?

(B) Like now?

(C) Like it?

Pam : That’s right. Then, dial the number you want to call.

Kim : Dial the number. I got it.

1. (A) What do you do?
2. What do I do next?
3. What did it do?

Pam : Next, press the START button.

Kim : I see. This button. I got it.

1. (A) What is that?
2. Then, what?
3. What is it?

Pam : That’s it. The document will automaticall be sent.

Kim : Ok. Thanks, Pam.

Pam : You’re welcome.

**Let’s Apply 🗪**

**Activity 11.4. Rearranging Steps**

Rearrange the following steps by numbering each step according to the right order. *(Susun kembali langkah-langkah dengan memberikan nomor pada tiap langkah sesuai dengan urutannya).*

How to use the washing machine

(\_\_\_\_\_\_) A. Add fabric softner into the washing machine.

(\_\_\_\_\_\_) B. Put clothes in the washing machine.

(\_\_\_\_\_\_) D.Open the lid.

(\_\_\_\_\_\_) E. Put the detergent in the detergent compartment.

(\_\_\_\_\_\_) F. Close the lid and press the START button.

(\_\_\_\_\_\_) G. Choose the program according to the fabric.

**Activity 11.5. Giving instructions**

Use the steps in the previous activity. Give instructions on how to use a washing machine using the following model. *(Gunakan langkah-langkah di kegiatan sebelumnya. Berikan instruksi bagaimana menggunakan mesin cuci dengan contoh berikut).*

|  |  |
| --- | --- |
| GIVING INSTRUCTIONS | FREE ESL worksheets | It’s easy to use a washing machine.  First of all,  Secondly,  The next step is,  Then,  After that,  Next.  Finally, |

**Activity 11.6. Performing a dialog**

Prepare a dialog about understanding and giving instructions on how to do something in 3 to 5 steps (e.g. How to cook something, how to do something). Don’t forgte to use the sequence words. *(Siapkan sebuah dialog terkait dengan memahami dan memberikan instruksi tentang bagaimana melakukan sesuatu dalam 3 sampai 5 langkah (misalnya: bagaimana memasak sesuatu, melakukan sesuatu)*

**Let’s Review🔍**

**Activity 11.7. Reflective Questions**

Read and answer the following questions. *(Baca dan jawab pertanyaan-pertanyaan berikut).*

1. When was the last time you gave instructions?
2. What was it about?
3. Who did you give the instructions to?
4. How many steps did it involve? List them down.
5. Were you successful in giving the instructions? What did you do to help people understand instructions? What made it difficult for people to understand instructions?

**Let’s Take Note** 🗎

**CHECKING UNDERSTANDING AND MAKING SURE**

When we give instructions, we have to make sure that our instructions are clear and easy to follow. In oder to do this, there are some tips that we need to do:

1. Give the instructions in **clear steps**. Stop after each step and check the understanding of the person you are giving instructions to. You can say:

* Is it clear?
* Got it?

1. You can also **clarify instructions** by demonstrating how to do it.

* You can say: (You can do it) like this.
* Or you can ask the person to repeat your instruction,

1. Some steps that involve risks require us to **give reminder** or **warning**. For example, you can say:

* **Don’t forget to** unplug the cable before changing the light bulb.
* **Remember to** switch off the electricity before doing it.
* **Be careful not to** touch any open wires.
* **It’s important to** make sure the electricity is off.
* **Always** wear gloves before you touch it.
* **Never** touch a wire with wet hands

**Activity 11.8. True or False**

Read the following sentences and write (T) if it is TRUE or (F) if it is False. *(Baca tiap pernyataan berikut dan tuliskan (T) jika pernyataan tersebut Benar atau (F) jika pernyataan tersebut salah).*

1. We need to make sure that our instructions are clear. (T – F)
2. Give instructinos from beginning to end in one go. (T – F)
3. To clarify steps, show how to do it. (T – F)
4. Give extra help whenever necessary. (T – F)