

## WRITING PROCEDURE TEXT BY USING TEAM PAIR SOLO TECHNIQUE

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### ABSTRACT

This article elaborate the teaching of writing procedure text by using team pair solo technique. The steps or procedures of using this technique are described thoroughly. This technique can be one option for the teachers to assist them in teaching learning writing of English.

**Keywords:** writing, procedure text, team pair solo, technique

### ABSTRAK

*Artikel ini mengelaborasi pengajaran menulis teks prosedur dengan menggunakan teknik team pair solo. Langkah-langkah atau prosedur menggunakan teknik ini dideskripsikan secara keseluruhan. Teknik ini bisa menjadi satu opsi bagi guru untuk membantu mereka dalam belajar mengajar menulis bahasa Inggris.*

**Kata kunci :** menulis, teks prosedur, team pair solo, teknik

### A. Introduction

Writing is a system for interpersonal communication using visible sign or graphic symbols on a flat surface such as paper, cloth or even stone slabs. It is not just arranging words into a sentence, linking the sentences into paragraph, and ordering the paragraphs into a text. It also requires grammatical and lexical knowledge, understanding in applying the grammatical knowledge into different contexts and purposes and knowledge of topic that going to be written (Hayland, 2003). Sharples (1999) in Sanjaya (2011) says that actually, writing is an opportunity; it allows students to express something about themselves, explore and explain ideas.

Writing is usually thought to be the most difficult skill to acquire and should only be taught after students have learned the other skills. But here, students are expected to be able to write well. Because

by writing, the writer can express what happens on her/his mind, so that the readers will know about it. Writing plays an important role in life to express ideas, desires, and feelings to convey information. Writing means to produce or reproduce written message. It means that writing is one of language skills use hand to transform what we think on our mind. Good writing begins with understand how to construct and use effective sentences and paragraphs.

There are many text type in writing that students should master. Procedure text is one of the texts in writing that must be mastered by students in learning English. The social function of procedure text is to tell someone how to do something or how to make something and how to operate something. Anderson and Anderson (1998) explain that a procedure text is a piece of the text that tells the reader or listener how to do something. The purpose of procedure text is to provide sequences of information or

directions so that people can successfully perform activities in safe, efficient, and appropriate ways.

It requires a technique that can be applied in teaching writing procedure text. Randsdell and Marie-Laure (2002) say that to maintain a good writing strategy can be trained, and it can improve writing performance. The technique that is offered is using Team Pair Solo (TPS). This technique is the implementation of Student Center Learning (SCL) and the development of Cooperative Learning (CL) by Slavin (1995). Cooperative Learning refers to a variety of teaching methods in which students work in small group to help one another learn academic content. In cooperative classroom, students are expected to help each other to discuss and argue with each other, to assess each other's current knowledge and fill in gaps in each other's understanding, so that the interest and active students in the learning process could be improve not only individually but in groups or together. Writing in groups can be greatly motivating for students.

Team Pair Solo (TPS) is a technique of Cooperative Learning in which the students do a problem first as a team, then with a partner, and finally on their own. It is designed to motivate the students to tackle and succeed at problem which initially are beyond their ability.

## **B. Discussion**

### **Writing**

Writing is one of the language skills which need a physical and mental process of students to express ideas, experiences, messages and opinions through words. It is a very important capability for being owned by students. Writing as one of four skills that is very difficult for the students to master and most the students are afraid in writing because they still confused how to begin and what be written.

Hayland (2001) says that writing is central to our personal experience and social identities. So writing is a linguistic competence which conveys the writer's thoughts, ideas, messages, social identities and experiences in writing form. Many

people find it difficult to write because in writing, people must actively think of things and express his/her ideas. There are many ways that can be used to help and make the students are interested in studying English especially in writing procedure text. Meanwhile, Meyers (2005) says that writing is a way to produce language when you do and when you speak. It is communicating with others in a verbal way. Mayers (2005) also states that writing is a way to produce language, when which you do naturally when you speak. Writing is a communicating with other in a verbal way. It is also an action-a process of discovering and organizing your ideas, putting them on a paper and reshaping and revising them.

Writing can be used as a mean to express the writers' ideas based on his/her experience, thoughts, and feelings. When we write, we have to know why we write it. The purpose of the writer is also needed and put so that the writing will be clear. We use writing in our daily lives for a number of reasons: to get things done, to inform, to persuade, to maintain relationships, to document occurrences, event, and to record feelings, experiences, observations, etc.

### **Procedure Text**

Procedure text is a text that shows a process. Procedure text is any meaningful stretch of language in oral and written. According to Gerot and Wignell (1994) social function of procedure is to describe how something is accomplished through a sequence of action or steps. Anderson and Anderson (1997) say that the generic structure of procedure text also called as constructing a procedure text. Constructing itself comes from the verb "construct", which has meaning to build something, to put or fit something together, to form together.

There are three generic structures of procedure text that are crucial. They need to exist each other because they are in one unity to achieve a social function which is to tell someone how to do something or how to make/how to operate something. The three generic structures in this procedure text are 1) an introductory statement that gives the aim or goal, 2) a list of the materials that

will be needed for completing the procedure (not required for all procedure text), and 3) a sequence of steps in the order they need to be done, because goal followed by a series of steps oriented to achieving the goal.

Besides the generic structures, procedure text also has another structure such as language use as describe below.

1. Simple present tense especially imperative form. The instruction here is used by imperative verb in present tense. For examples get, chop, cut, stir, add, boil, grind, etc.
2. Sequence marker, to make the sequence of activities: first, second, third, next, after that, then, while, finally, etc.
3. Numbering will be needed if the writer wants to show some variant of sequence, for example; first, second, third, fourth and etc. The function is same as the sequence markers.
4. Adverbial, to explain the time in detail for five minutes, two centimeters from the top, etc.

### Writing Procedure Text

When writing a text, the students are asked to understand and know what will the main target or main point in writing the text is, so that the final result of the text will be clear and the reader will get the intention of the text well. In writing a procedure text, the students are challenged to make a clear instruction of the process of making something or how something works in a written because the process of procedure writing is concerned with “how” question. It can answer and explain procedures or instructions, such as how it is made or done (process analysis), how it works (functional analysis), and how it puts together (functional analysis).

In real writing sometimes these kinds of analysis are combining, but that analysis will be focused on how to make or done. Students use procedure to make something works, such as how to make omelet, how to make fried rice, and etc.

### Example of Procedure Text

Below is the example of procedure text.

Goal: How to make a cheese omelet.

Ingredients: 1 egg, 50g cheese, cup milk, 3 tablespoons vegetable oil, a pinch of salt and pepper.

Materials: Frying pan, fork, spatula, cheese grater, bowl and plate.

Steps:

1. First, crack an egg into a bowl then, whisk the egg with a fork until it is smooth.
2. Second, add milk and whisk well. After that, grate the cheese into the bowl and stir.
3. Third, heat the oil in a frying pan and pour the mixture in a frying pan.
4. Fourth, turn the omelet with a spatula when it browns. Next, cook both sides then place on a plate; season with salt and pepper.
5. Finally, eat while warm.

The example above shows that when writing procedure text, firstly, students need to write a goal. Second, they write a list of materials that will be needed for completing the procedure, such as kind of ingredients and utensils, and the last, they write steps to achieve the goal with the purpose to tell the making process of a cheese omelet to the reader.

### Team Pair Solo (TPS)

Team Pair Solo (TPS) is one of teaching techniques that derived from a Cooperative Learning. Kagan (1990) states that students develop their characters virtues in the context of learning. Team Pair Solo is a Cooperative Learning method, for mixed ability involving with team, then pairs, and finally individual. Team Pair Solo is cognitive rehearsal structure that can be used to help the students; recall events, make a summary, stimulate thinking, and share response, feeling and ideas.

Team Pair Solo is an effective instructional strategy for developing thinking skill, promoting communication skills, and encouraging information sharing. Students considers these tools that access verbal/linguistics, interpersonal and intelligences. Listening skill, communication skill, using appropriate structures and features of spoken languages, effective note

taking and cooperative skills are most effectively assessed when using this strategy.

From the explanation above, Team Pair Solo can help students to developmentally learn new problem solving skills. Students work as team first helping each other to understand the process used to solve problems. Helping is encouraged through each problem. Then, students work in pairs and have less help but it is still there if necessary. Teacher keeps the assistance nearby and allows students to continue to be successful with some problems solo. This should be an assessment for them to see if they have mastered the new skills.

**The Steps of Team Pair Solo (TPS)**

Team Pair Solo works well for problems and concepts that students would either be too intimidated or just incapable of doing on their own. Here is the step by step procedures.

**Team Formed**

The teamwork activities are the first step to prepare. The following are the steps.

1. Groups are structured.
2. Task is explained and task sheet are given (what to do/how to do it).
3. A list of topic provided.
4. Topics are selected by groups.
5. Discussions are carried out.
6. Produce a text.

At this stage, students are engaged, through the use of quick dialogue and activities, answering the questions that will be divided by the teacher, choose what topic they would like to write about from the topic that given in questioning paper, and finally write a text.

**Pair Formed**

Team work activities are followed by pair work activities as follow.

1. Pairs are structures.
2. A list of topic provided.
3. Topic is selected by the pairs.
4. Discussion is carry out.
5. Controlling ideas are developing and selecting, and,
6. Produce a text.

During pair work activities, students work as pair to choose one of the topics, and then decide a controlling ideas for the topic they have selected. Finally they have to write down the text in the time given.

**Solo Formed**

At this stage of the assignment process, students work individually to develop and write a paragraph in class based on their experience before. The process of writing a paragraph used this figure.

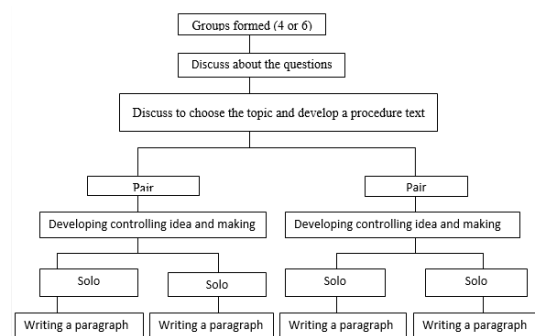


Figure 1. Writing Paragraph Using TPS

**Using Team Pair Solo in Teaching Writing Procedure Text**

Since Team Pair Solo works well for problems and concepts that students would either be too intimidated or just incapable of doing on their own, here is the way to implement the Team Pair Solo in teaching writing procedure text.

**Step 1: Groups formed (4 or 6)**

Activities: Teacher asks the students to sit in group of four or six.

Output: Teacher asks the students to sit in group of four or six.

**Step 2: Discuss about the questions**

Activities:

1. Teacher gives the groups a text and asks them to discuss about the questions that is written in the task sheet.

Example:

How to make banana milkshake

All you need for are:

- A banana
- 2cups milk
- 1 tablespoon honey
- Some ices

First, peel the banana slice and cut up the banana into small slices and put them into the blender. Next, add milk and honey. Don't miss to put in some ices. Then, mix them altogether for a few seconds. After everything is well blended, pour the mixture into a glass, finally, the banana milkshake is ready to serve.

Questions:

Write the steps of making banana milkshake!

List all the imperative verbs you find in the text.

List all the connections you find in the text!

2. Teacher gives the table of generic structures of Procedure Text to the groups and asks them to fill in the blank in the table.

Output:

1. The groups give their opinion about what actually they know about the text and answer the questions.
2. The groups fill in the blank in the table based on the text given.

Step 3: Discuss to choose the topic and develop a Procedure Text

Activities:

1. Teacher gives the groups a list of topic and asks them to choose one of the topics the list of topics are:  
How to make an Orange Juice.  
How to make Strawberry milkshake.  
How to make a Mocha Float.  
How to make a Rainbow Juice.  
How to make Chocolate Milkshake.

2. Teacher asks the group to develop a Procedure Text in the table given.

Output:

1. Groups select the topic and discuss about the topic and assign the role.
2. Groups develop the Procedure Text in the table.

Step 4: Pairs formed

Activities: Teacher separates the groups into some pairs.

Output: The pairs formed.

Step 5: Developing, and making controlling idea.

Activities:

1. Teacher gives the pair the same list of topic like the group.
2. Teacher asks the pair to control the idea/s, develop and make a Procedure Text in the table.

Output:

1. Pair chooses the topic.
2. Pair controls the idea/s, develop and make a Procedure Text.

Step 6: Solo formed.

Activities: Teacher separates the pair into solo.

Output: The students become individual.

Step 7: Writing a paragraph.

Activities: Teacher asks the students to make their own Procedure Text based on their experience.

Output: The students write a Procedure Text.

### **The Advantages of Team pair Solo (TPS)**

There are some advantages of Team Pair Solo such as involves all the students in the class, builds a sense of positive interdependences in order to succeed, students must work together and help each other out, and gives students the confidence to tackle problems they might not otherwise have attempted as they see their peers success and learn from them, everyone is accountable.

There are also some disadvantages of Team Pair Solo (TPS) such as the group can cause some noises in the class and it is possible to disturb the teaching learning process, some students think about negative impression about grouping in a class, some students are dislike to make a group with the students who are not their friends, for clever students, they will fell that their friends who are not clever or lazy only depend on them.

### **C. Conclusion**

Writing is usually thought to be the most difficult skill to acquire and should only be taught after students have learned the other skills. Students are called success in writing if they can express what happen in their mind, so that the readers know about it. Procedure text is one of text in writing that must be mastered by students in learning writing. Students must be able to write a

procedure text by following the generic structure and language use. But not all students are able to write properly and in accordance with the generic structure and language use of procedure text. They confuse in arranging the sentence to be a good sequence steps. To help students with this, English teacher can apply Team Pair Solo (TPS) to make writing easier and more interesting for students.

In applying TPS, students will be divided into teamwork first, then in pairs and finally as individual. They will be asked to work as team and answering the questions that will be given by the teacher, choose what topic they would like to write and finally write a text. In the second step, the teacher separates them to work in pairs. Students work as pair to choose one of the topics and decide a controlling idea for the topic they selected. And the last step, the teacher separates the students to work individually; students are now ready to try some problems solo. This should be an assessment for them to see if they have mastered the new skills or not.

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