

ABSTRACT

Hanifah, Zakiyah. 2019. "Teaching Senior High School Students to Write Personal Letters by Using Google Classroom". *Paper*. English Language Education Program. Faculty of Languages and Arts. Universitas Negeri Padang.

This paper aims to explain how to teach writing a personal letter by using Google Classroom. A personal letter is a simple text for students that helps them to explore their ideas through personal experiences. However, some students do not feel comfortable to write a personal letter at a conventional classroom. Some of them do not feel confident to write their personal matters in a personal letter at a conventional classroom. Google Classroom is an online classroom that facilitates the teacher to provide an effective teaching and learning process. Google Classroom has five features that can be used in teaching writing personal letters, they are *Create Class*, *Join Class*, *Stream*, *Classwork*, and *Class Drive Folder features*. In using Google Classroom, a teacher should create a class there. Then, the teacher invites the students to join to the class. The teacher needs to prepare a lesson plan and learning materials. According to Curriculum 2013, there are five stages can be implemented in teaching writing personal letters for Senior High School students and the teacher can use them in Google Classroom, consisting of observing, questioning, collecting information, associating, and communicating.

Key words: *Google Classroom, Writing, Personal letters.*