

**AN ANALYSIS OF STUDENTS' ABILITY IN WRITING APPLICATION LETTER AT SMK  
N 6 SIJUNJUNG**

*Thesis Proposal*

*Submitted as a Partial Fulfillment of the Requirements to Obtain Bachelor of Education (B, Ed) in  
English Language Teaching Program*



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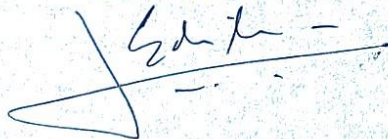
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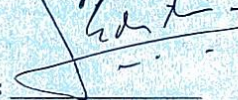
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## ABSTRACT

**Yoko Atoshi. 2021. *An Analysis of Students' Ability in Writing Application Letter at Smk N 6 Sijunjung*. Skripsi. Jurusan Bahasa dan Sastra Inggris Fakultas Bahasa dan Seni, Universitas Negeri Padang.**

The purpose of this research was to find out the students' ability in writing and applying generic structure and language feature of application letter at SMK N 6 Sijunjung. This research was conducted using descriptive research. The researcher chose the design because the researcher want to analyze the students ability in writing application letter at third grade of students SMKN 6 Sijunjung. In this research the researcher use the document checklist to collect the data. In opening paragraph of application letter 26 of 30 students found still uncompleted in writing the opening paragraph of application letter with the percentage 86,6% . In body paragraph of application letter 22 of 30 students found still uncompleted in writing the body paragraph of application letter with the percentage 73,33% . In closing paragraph of application letter 25 of 30 students found still uncompleted in writing the body paragraph of application letter with the percentage 83,33%. The result showed that students have good ability in writing the application letter.

**Keywords:** application letter, letter, ability

## **Abstract**

**Yoko Atoshi. 2021. *Analysis Kemampuan Siswa didalam Menulis Surat Lamaran SMKN 6 Sijunjung*. Skripsi Jurusan Bahasa dan Sastra Inggris Fakultas Bahasa dan Seni Universitas Negeri Padang.**

Tujuan dari penelitian ini adalah untuk mengetahui kemampuan siswa dalam menulis dan menerapkan struktur generik dan ciri kebahasaan surat lamaran di SMKN 6 Sijunjung. Penelitian ini dilakukan dengan menggunakan penelitian deskriptif. Peneliti memilih desain tersebut karena peneliti ingin menganalisis kemampuan siswa dalam menulis surat lamaran pada siswa kelas III SMKN 6 Sijunjung. Dalam penelitian ini peneliti menggunakan daftar periksa dokumen untuk mengumpulkan data. Pada paragraf pembuka surat lamaran 26 dari 30 siswa ditemukan masih belum tuntas dalam penulisan paragraf pembuka surat lamaran dengan persentase 86,6%. Pada alinea badan surat lamaran 22 dari 30 mahasiswa ditemukan masih belum lengkap dalam penulisan alinea isi surat lamaran dengan prosentase 73,33%. Pada paragraf penutup surat lamaran 25 dari 30 mahasiswa ditemukan masih belum lengkap dalam penulisan paragraf isi surat lamaran dengan prosentase 83,33%. Hasil penelitian menunjukkan bahwa siswa memiliki kemampuan yang baik dalam menulis surat lamaran.

## **ACKNOWLEDGMENTS**



*Alhamdulillahirrabbi'l'amin*, all praises belong to the Almighty God, Allah *Subhanahu Wata'ala*, the Lord of living creatures, with his uncountable blessing and kindness that has given the writer good health and welfare to finish this thesis entitled: ***An Analysis of Students' Ability in Writing Application Letter at Smk N 6 Sijunjung.*** Also, *Shalawat and Salam* is delivered to the greatest leader for human beings, the Prophet Muhammad *Salallahu 'Alaihi Wassalam*.

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TheWriter



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## **Chapter 1**

### **Introduction**

#### **A. Background of the Problem**

Writing is a part of communication. This is a goal in education that enable the students to express in written form. People can express their idea, opinion, or feeling in various forms such as in papers, books, letters, and research reports. The researcher assumed that writing is the most difficult skill for the students to be mastered and it takes a long process. The students should pay more attention about all the aspects in writing skill. The other reason why writing is difficult, related to the fact that, writing needs more concentrations to express clear and organized ideas. A writer has to pay much attention to the ideas conveyed in written form in order to make the reader understand about the meaning of messages .Although writing is difficult skills, students should be able to master in writing ability.

Especially for vocational students, they have to make an application letter in order to apply a job after they graduate. An application letter plays a vital role in applying to any job. The way you present the letter is your first introduction to the person who could be your new employer. Most institution will ask you to write a job application letter accompanied by resume as a requirement for taking one of the positions offered. Your attractive letter with its resume can do much to help you secure the job of your choice. Furthermore, in composing good letter writing, you



should notice some aspects and one of the important aspects that should be mastered in getting a well generic structure of application letter.

Moreover, Krizanet al. (2007) states several problems in writing application letter, there are: uses impersonal salutation, uses the I-viewpoint; misspelled word, does not relate to company needs, conveys negative tone; unsure about skills, provides no contract information; conveys uncertainty, uses incorrect formatting; and does not show resume is enclosed. This problem makes researchers interested in seeing students' abilities in making job application letters.

In writing ability researcher takes application letter in this research because of some reason. The first is application letter listed in the 2013 Curriculum. Second is application contained in the 9th grade learning of SMKN 6 Sijunjung. Based on pre-observations, application letters are important to master by vocational students because they are important in getting a good job.

There are some research that related to this research. The first research was conducted by Dyah (2017) entitled An Analysis of Students' Ability to Write Procedure Texts at the Informatics Engineering Students of State Polytechnic of Cilacap. The second research was conducted by Thumnong & Tongpoon-patanasorn (2019) entitled A Genre Analysis of Job Application Letters Written by ASEAN Applicants. The third research was conducted by Nuruladilah Mohamed(2017) entitled An Analysis Of Promotional Genre In Job Application Letter on the explanation, the writer is interested in analyzing students' ability in writing an

application letter since it is important for vocational students. This research was totally different with the previous research. The researcher will analyze the writing ability of the students in order to make an application letter. The researcher will be focused on generic structure and language features which students uses in application letter.

Application for vocational high school students is necessary. Vocational high schools prioritize every student to be able to directly enter the career path. students are prepared to be ready to work with the abilities or skills they master while studying at school. this indirectly makes them have to be able to write a cover letter as the first step to work or enter the world of work. In making their application letters, they are required to be able to use good language in order to attract the hearts of the company owners to accept students to work in their companies.

The researcher did pre-observation for students in SMKN 6 Sijunjung. The researcher focus on the students ability in writing. Some of problem students face in writing form in English. The students troubled in expressing the ideas to write the text. The students get misunderstanding about the grammar and language feature in writing the text. Related to the students enable in writing application letter. This application letter is very important for the students after school. It is because the application letter helps the students to get good job in the future. Based on this phenomenon, the researcher decides to analyze student's ability in writing application letter in SMKN 6 Sijunjung.

## **B. Identification of the Problem**

Based on the problems above, there are many kind of students problem in writing application letter such as grammar, vocabulary and students potential in compose the component of the letter.

## **C. Limitation of the Problem**

Based on the identification of the problem above, the researcher focuses on the students' ability in applying language feature and generic structures of application letter. This research will be done at SMK N 6 Sijunjung.

## **D. Formulation of the Problem**

From the limitation of the problem above, the researcher make the formulation of the problem become "How is the students' ability in writing generic structure and language feature of application letter at SMK N 6 Sijunjung."

## **E. Research Question**

The problem of this research is formulated in this following question:

1. "How is the ability of the students in applying generic structure of application letter at SMKN 6 Sijunjung?"

2. “How is the ability of the students in using language feature of application letter at SMKN 6 Sijunjung?”

#### **F. Purpose of the Research**

The purpose of this research was to find out the students' ability in writing and applying generic structure and language feature of application letter at SMK N 6 Sijunjung

#### **G. Significance of the Research**

This research is to give contribution to teacher, students and researcher. For the teacher, this research can be give information about what the problem that made by the students in writing application letter. For the students, it is expected to help the students know their problem in writing application letter.

#### **H. Definition of Key Terms**

Writing : the process is pouring the ideas, feeling, thinking in written form.

Application letter : a written letter uses in order to persuade someone to recruit us in working.

Vocational student : students who learned in specific skill.

Student's ability : the ability of the students in understanding the material and apply it correctly.



## **CHAPTER V**

### **CONCLUSSION AND SUGESTION**

#### **A. Conclusion**

An application letter plays a vital role in applying to any job. The way you present the letter is your first introduction to the person who could be your new employer. Most institution will ask you to write a job application letter accompanied by resume as a requirement for taking one of the positions offered. Your attractive letter with its resume can do much to help you secure the job of your choice.

According to Debasih 2013 states three component of application letter opening paragraph, body paragraph and closing paragraph. the researcher want to analyze the students ability in writing application letter at third grade of students SMKN 6 Sijunjung. The researcher only analyze the students who learn about application letter. The total of students who learn Agriculture are 30 students, the researcher was taken all of participant.

In opening paragraph of application letter 26 of 30 students found still uncomplete in writing the opening paragraph of application letter with the percentage 86,6% . In body paragraph of application letter 22 of 30 students found still uncomplete in writing the body paragraph of application letter with the percentage 73,33% . In closing paragraph of application letter 25 of 30 students found still uncomplete in writing the body paragraph of application letter with the percentage

83,33%. The result showed that students have good ability in writing the application letter.

## **B. Suggestion**

The researcher suggest this research contribution to teacher, students and researcher. For the teacher the result of this finding can be the motivation in order to improve the students ability in writing application letter. Teacher know about what the problem that made by the students in writing application letter. For the students, it suggest students consider about important in learning about application letter an know their problem in writing application letter.

### Reliability of the Posttest

Name	Teacher	Researcher	Xy	X <sup>2</sup>	Y <sup>2</sup>
	(x)	(y)			
Student 1	80	84	6720	6400	7056
Student 2	82	86	7052	6724	7396
Student 3	79	83	6873	6241	7569
Student 4	77	82	6314	5929	6724
Student 5	82	78	6396	6724	6084
Student 6	81	76	6156	6561	5776
Student 7	77	74	5698	4900	5476
Student 8	75	86	6450	5625	7396
Student 9	78	71	5538	6084	5041
Student 10	78	84	6786	6084	7569
Student 11	82	85	6970	6724	7225
Student 12	76	83	6080	5776	6400
Student 13	78	84	6240	6084	6400
Student 14	0	0	0	0	0
Student 15	81	83	6723	6561	6889

Student 16	79	82	6478	6241	6724
Student 17	79	80	6320	6241	6400
Student 18	72	79	5688	6724	6241
Student 19	78	75	5850	6084	5625
Student 20	77	70	5390	5929	4900
Student 21	80	82	6560	6400	6724
Student 22	74	83	5772	5476	6084
Student 23	79	81	6399	6241	6561
Student 24	81	84	6804	6561	7056
Student 25	79	71	5609	6241	5041
Student 26	78	81	6318	6084	6561
Student 27	79	77	6083	5929	5929
Student 28	87	89	7743	7569	7921
Student 29	0	0	0	0	0
Student 30	82	83	7052	6724	7396
<b>SUM</b>	<b>2210</b>	<b>2254</b>	<b>178062</b>	<b>174861</b>	<b>182164</b>



$$R_{xy} = \frac{N \cdot \Sigma xy - (\Sigma x)(\Sigma y)}{\sqrt{\{N \cdot \Sigma x^2 - (\Sigma x)^2\} \{(\Sigma y^2) - (\Sigma y)^2\}}}$$

$$R_{xy} = \frac{28.178062 - (2210)(2254)}{\sqrt{\{28.174861(2210)^2\} \{28.182164(2254)^2\}}}$$

$$R_{xy} = \frac{4985736 - 4981340}{\sqrt{\{4896108 - 4884100\} \{5100592 - 5080516\}}}$$

$$R_{xy} = \frac{4396}{\sqrt{\{12008\} \{20076\}}}$$

$$R_{xy} = \frac{4396}{241072608}$$

$$R_{xy} = \frac{4396}{15526.5}$$

$$R_{xy} = 0.2923$$

$$r_{II} = \frac{2r_{xy}}{1+r_{xy}}$$

$$r_{II} = \frac{2 \cdot 0,28313}{1+0,28313}$$

$$r_{II} = \frac{0.56626}{1.28313}$$

$$r_{II} = 0.44131$$

$$n = 30$$

$$\alpha = 5\%$$

$$r_{table} = 0,361$$

$$r_{II} > r_{table}$$

So, that the research instrument is declared reliable.

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