

**Teaching Senior High School Students to Write Personal Letters by Using  
Google Classroom**

**PAPER**

**Submitted as a Partial Fulfilment of the Requirements  
to Obtain the Bachelor of Education (B.Ed)**



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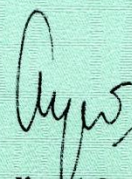
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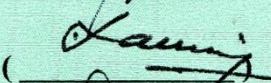
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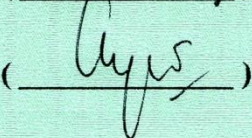
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## ABSTRACT

**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.*

## ABSTRAK

**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.

Makalah ini bertujuan untuk menjelaskan cara mengajar menulis surat pribadi dengan menggunakan *Google Classroom*. Surat pribadi adalah teks sederhana untuk siswa yang membantu mereka mengeksplorasi ide-ide mereka melalui pengalaman pribadi. Namun, beberapa siswa merasa tidak nyaman untuk menulis surat pribadi di kelas konvensional. Beberapa dari mereka merasa tidak percaya diri untuk menulis masalah pribadi mereka dalam surat pribadi di kelas konvensional. *Google Classroom* adalah ruang kelas daring yang memfasilitasi guru untuk menyediakan proses belajar mengajar yang efektif. *Google Classroom* memiliki lima fitur yang dapat digunakan dalam mengajar menulis surat pribadi, yaitu *Create Class*, *Join Class*, *Stream*, *Classwork*, dan *Class Drive Folder features*. Dalam menggunakan *Google Classroom*, seorang guru harus membuat sebuah kelas. Kemudian, guru mengundang siswa untuk bergabung ke kelas. Guru perlu menyiapkan Rencana Pelaksanaan Pembelajaran (RPP) dan materi pembelajaran. Menurut Kurikulum 2013, ada lima tahap yang dapat diterapkan dalam mengajar menulis surat pribadi untuk siswa SMA dan guru bisa menerapkannya dalam *Google Classroom*, yang terdiri dari mengamati, mempertanyakan, mengumpulkan informasi, bergaul, dan berkomunikasi.

**Kata Kunci:** Google Classroom, Menulis, Surat Pribadi.

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Padang, May 2019

The Writer

## **DEDICATION**

This work is dedicated to the writer's parents; Syahril N and Kismirawati, Amd. Kep for always supporting her in every step of the way. They are always be good listeners about her complaint in her life.

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## **CHAPTER I**

### **INTRODUCTION**

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

There are four crucial skills in English, namely listening, speaking, reading and writing. When students involve in the writing process, they do not only need to focus on grammar and structure, but they also need to develop ideas to deliver their thought. Writing could be the most difficult skill compared to others since it has several difficulties that cannot be found in other skills (Harmer, 2010). Writing is considered as a difficult skill in the school. It is because students have to produce a text by using English correctly according to the aspects of writing. The students have to write what they think in their mind and state it on a paper. Writing also needs series practices to devel this skill. It cannot be achieved in one time learning only.

Based on current syllabus of Curriculum 2013, Senior High School students will learn about functional text. Functional text is a text that has certain functions, meanings and objectives used in daily life such as notice, short message, greeting card, announcement, shopping list, advertisement, invitation, letter and personal letter. One of functional text that learned in English subject at Senior High School is personal letter.

According to Nugraha (2016) personal letter is a simple text for students because they can learn to explore their idea through personal experience and make them free to write. Students will find it is easier to

express their ideas about personal experiences or matters by using a personal letter because language used in personal letters is a daily language, not a formal language.

Before writing personal letter, students have to know all of the contents of personal letter. The students must know the parts of personal letter. Also, they should understand social function and language features of personal letter. It is often handwritten and send through the e-mail. It means that when students begin to write personal letters, they have to think critically about the personal issues that they will share with others.

Personal letter is a type of friendly letter which provides communication between a small numbers of people, usually two of people to give information or tell about something. It contains of feeling expression, private things, and important things as a way to communicate and allows a person to leave a message and to keep in touch. "Writing personal letter was an important communications vehicle for intelligent, educated people (Wiley, 2004)". In writing personal letter, students require to be able to express their personal matters to keep in touch and create a special connection to the person they are writing to. Personal letter can be sent to friends, family or other closest people.

In order to know the students' problem in learning personal letter, the writer interviewed some students of SMA N 3 Solok Selatan to find out students' problem in learning personal letter. From the interview, the writer found that some students do not comfortable to write personal letter at

conventional classroom because there are teacher and their friends. They need private spaces to write personal letter. Some of them do not confident to write their personal matters in personal letter in the classroom because their friends might know what they write. For example, they write about their secret in personal letter.

Based on the problems above, teacher should create an effective classroom to solve the problems. Teacher can create an alternative class by relying on technology. Nowadays, technology can be applied in English language teaching, especially at Senior High School. One of the application of technology in English language teaching such as using LCD projectors, videos, websites, applications, or online classroom to deliver the material to students in the teaching and learning process, including teaching writing.

In addition, technology and English language teaching must be in a line with Learning Management System (LMS). “According to Ellis (2009) A Learning Management System (LMS) is a software application for the administration, documentation, tracking, reporting and delivery of e-learning education courses or training programs”. It is a learning management that prepared for students and teacher in learning through software. The device includes Blackboard, Certpoint, Moodle, Canvas, and Google Classroom.

The writer chooses Google Classroom as an alternative classroom in teaching writing personal letter. The writer hopes that Google Classroom will be able to solve problems faced by Senior High School students in

writing personal letter. Google Classroom is a new technological classroom introduced by Google Apps for Education in 2014. This is an online classroom that facilitates the teacher and students to provide an effective teaching and learning process.

By using Google Classroom, students will get personal spaces that make them comfortable to express their personal ideas and feelings to the people they are writing to. The personal letter assignments that sent by students can be read and assessed by the teacher only. The students are free to write personal letter wherever and whenever they want to, such as in their bedroom.

There are several studies about using Google Classroom in English Language Teaching. According to Nizal, Mohd Shaharane and Sarah, overall students are satisfied with Google Classroom because it facilitates students and teacher to communicate each other. It is also effective as an active learning tool. Rabbi and Fazzie (2018) in their paper *Teaching Listening Skill through Google Classroom: A Study at Tertiary Level in Bangladesh* showed that Google Classroom can be used as a learning tool to enhance learners' listening skill. In Indonesia, there is thesis from Auliyana (2015) said Google Classroom was able to increase students learning activity and learning outcomes at SMK Negeri 2 Temanggung.

However, the use of Google Classroom is a great way to help students to express their feelings and ideas in written form. Teacher can share personal letter with more interesting formats. Teacher can add a border or

background to the personal letter that will be shared to students. Also, teacher can change the fonts so that it becomes more interesting. Teacher can use Microsoft Word, Microsoft Publisher or other software to create interesting personal letters. In addition, this can also increase students' creativity in creating their own personal letter.

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

Based on the background of the problem above, the problems identified are the students are not comfortable to write personal letter in the classroom due to the needed of private spaces and students do not confident to write their personal matters in personal letters at conventional classroom because their friends might know what they write.

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

The writer limits this paper to use Google Classroom in writing personal letter for Senior High School students. In order to overcome students' problem in writing personal letters at conventional classroom, teacher needs an alternative classroom to make students feel comfortable to write personal letter.

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

Based on the background of the problem, the writer formulated the problem as follows “How is Google Classroom implemented in teaching writing (personal letters) at senior high schools?”.

#### **C. The Purpose of Writing the Paper**

This paper is aimed to explain how to use Google Classroom to the reader. The writer hopes that it will be an useful paper to the teachers around the world to use Google Classroom in teaching writing. In addition, this paper can help teachers to solve students’ problem in writing personal letters. The writer hopes that students can write their personal matters or idea in personal letter in their real life.

## CHAPTER IV

### CONCLUSION AND SUGGESTION

#### A. Conclusion

The writer concludes that Google Classroom can be an alternative classroom to teach students writing personal letters. Google Classroom can help teacher to overcome students' problem in writing personal letter. Some students do not comfortable to write personal letter at conventional classroom. Some of them do not confident to write their personal matters in personal letter at conventional classroom. Google Classroom is an online classroom that can be accessed wherever and whenever.

#### B. Suggestion

From the conclusion above, the writer suggest to use Google Classroom as an alternative class if the problems faced by students in writing a personal letter cannot be solved in a conventional class. There are some suggestion when using Google Classroom as an alternative class:

1. Teacher must make sure all students have computers, laptops and cellphones and have a good internet connection to access Google Classroom.
2. Teacher must type or write all of learning instruction clearly in Google Classroom.
3. Teacher should find the effectiveness way in using Google Classroom in teaching writing personal letter or other types of text.

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