



**STUDENTS' ABILITY IN WRITING FORMAL LETTER
AT GRADE XII SMK KAMPUS PADANGSIDIMPUAN
IN 2011-2012 ACADEMIC YEAR**

A THESIS

*Submitted to State College for Islamic Studies (STAIN)
Padangsidimpuan as a Partial Fulfillment of Requirement
for Degree of Islamic Educational Scholar (S.Pd.I)
In English Program*

Written by:

LISMA SANTI SIRIGAR
Reg. No. 97 340 0051

ENGLISH EDUCATION STUDY PROGRAM

**TARBIYAH DEPARTEMENT
STATE COLLEGE FOR ISLAMIC STUDIES
(STAIN) PADANGSIDIMPUAN
2013**



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Written by:

**LISMA SANTI SIREGAR
Reg. No. 07 340 0051**

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NIP. 19710510 200003 2 001**

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ENGLISH EDUCATION STUDY PROGRAM

**TARBIYAH DEPARTEMENT
STATE COLLEGE FOR ISLAMIC STUDIES
(STAIN) PADANGSIDIMPUAN
2013**

Things : Thesis a.n Lisma Santi Siregar
Appendix : 5 (five) exemplars
Lamp : 5 (lima) Eksamplar

Padangsidimpuan, June 08th 2013
To:
Chairman of STAIN Padangsidimpuan
in -
Padangsidimpuan

Assalamu'alaikum Wr. Wb

After reading, researching, and providing suggestions for improvement as necessary to the thesis of Lisma Santi Siregar entitled "Students' Ability in Writing Formal Letter at Grade XII SMK Kampus Padangsidimpuan in 2011-2012 Academic Year" we argue that this thesis has been accepted to complete the tasks and requirement in order to achieve an Islamic Education Scholar (S.Pd.I) in English Program of STAIN Padangsidimpuan.

As soon, we hope Lisma Santi Siregar can be called to account her thesis in Munaqosah. That's all, thanks for your attention.

Wassalamu'alaikum Wr. Wb.

PEMBIMBING I



RAYENDRIANI FAHMEI LBS, M.Ag
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DECLARATION OF SELF THESIS COMPLETION

I my self:

Name : **Lisma Santi Siregar**
Register Number : 07 340 0051
Department/ Study Program : Tarbiyah/ English Education
The Title of Thesis : **Students' Ability in Writing Formal Letter at
Grade XII SMK Kampus Padangsidempuan in
2011-2012 Academic Year**

Had written this thesis with consultative aids of advisors, dividing of plagiary and others' un-registered advice based on Students' Code case 14 verses 2.

This statement is accomplished fully responsibility. The writer will receive every chastisement if there is inaccurate on this statement as sentenced in Students' Code case 19 verses 4 including taking off the academic degree un-respectfully based on the official authorized norms.

Padangsidempuan, 08 June 2013

Assertive writer,



Lisma Santi Siregar
Reg. No: 07 340 0051



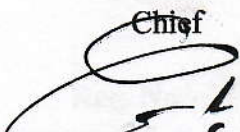
**RELIGION MINISTRY OF
STATE COLLEGE FOR ISLAMIC STUDIES
PADANGSIDIMPUAN**

EXAMINERS

SCHOLAR MUNAQOSYAH EXAMINATION

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Student's ID : 07 340 0051
Thesis : STUDENT'S ABILITY IN WRITING FORMAL LETTER AT
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Proposed:

Place : Padangsidimpuan
Date : Juni 14nd 2013
Time : 14.00 AM until finish
Result/Mark : 71,87 /B
IPK : 3,05
Predicate : enough/good/very good/cumlaude



**KEMENTERIAN AGAMA
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LEGALIZATION

**Thesis : STUDENT' ABILITY IN WRITING FORMAL LETTER AT
GRADE XII SMK KAMPUS PADANGSIDIMPUAN IN 2011-
2012 ACADEMIC YEAR**

Written By : LISMA SANTI SIREGAR

Reg. No : 07 340 0020

Had been accepted as a partial fulfillment of requirement for
degree of Islamic educational scholar (S.Pd.I) in English
educational program

Padangsidimpuan, Juni 14th 2013
Leader of state college
for Islamic studies,



DR. H. IBRAHIM SIREGAR, MCL
NIP. 19680704 200003 1 003

ACKNOWLEDGEMENT

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Firstly, the researcher would be like to convey her grateful to Allah SWT. The al might and merciful who has given her the health, time and chance for finishing this thesis: **“Students’ Ability in Writing Formal Letters at Grade XI SMK Kampus Padangsidempuan in 2012-2012 Academic Year”**. This thesis is written in order to fulfill one of the requirements for being Sarjana Pendidikan in the English Education at the Tarbiyah Faculty of State College for Islamic Studies (STAIN) Padangsidempuan. Hence, this thesis paper has been undertaken.

In writing this thesis, the researcher is assisted by some people and institution. Therefore, in this opportunity the researcher would like to express her gratitude to the following people:

1. Dr. Ibrahim Siregar, M.CL., as the Chief of State College for Islamic Studies (STAIN) Padangsidempuan who has helped the researcher as his students in STAIN Padangsidempuan and Chief Assistant of State College for Islamic Studies (STAIN) Padangsidempuan.
2. Thanks are due to Hj. Zulhimma, S.Ag., M.Pd., as the Chief of Tarbiyah Department and her staffs.
3. Special thanks to are due Rayendriani Fahmei Lubis, M.Ag., as her advisor I and also as the Leader of English Study Program of the State College for Islamic Studies (STAIN) Padangsidempuan.

4. Special thanks to are due Yusni Sinaga, S.Pd., M.Hum., as her advisor II and also as her academic advisor who has helped the researcher to complete this research.
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8. Thanks are due all of her best friend who have given support and helping to finish this research.

Finally the researcher would like to express her excellent grateful to her parents, brothers, and sister who have given the supports to her, both of the moral and material supports, never ending encouragements and understanding given during her academic year at the English section of State College for Islamic Studies (STAIN) Padangsidimpuan.

This thesis is still so far from being perfect based on the weakness of the researcher. Therefore, the researcher expect the constructive criticisms and suggestion from the readers in order to improve this thesis.

Padangsidimpuan, 08 Juni 2013


LISMA SANTI SIREGAR
NIM. 07 340 0051

Name : LISMA SANTI SIREGAR
NIM : 07 3400051
Jurusan/ Prodi : TARBIYAH/ BAHASA INGGRIS-2
Thesis Title : **STUDENTS ABILITY IN WRITING FORMAL LETTERS
AT GRADE XII SMK KAMPUS PADANGSIDIMPUAN IN
2011-2012 ACADEMIC YEAR.**

ABSTRACT

This research was taken based on the fact of the problem in academic writing especially in writing formal letter. The researcher identified many problems such as lack in writing, lack in the comprehension of the composition of writing letter, lack in motivation to writer letter. At last, the researcher conducted a research based on the topic. The purpose of this research were: (1) to know the students' ability in writing formal letter at grade XII SMK Kampus Padangsidimpuan, (2) to know the difficulties usually faced by the students in writing formal letter, (3) to know what teacher efforts to solve students' difficulties.

In this research, the researcher has taken 40 students as the source of the research. This research was qualitative approach by using descriptive method. As for the instrument for collecting the data the researcher used the observation, interview, and test.

After the result of the research was gotten, it could be concluded that the students' ability at XII grade SMK Kampus Padangsidimpuan in 2011-2012 Academic Year in writing formal letter was 66.5, it was high category. Form the result of the research, the researcher found that there were some difficulties that faced by students when they composed formal letter, they were body letter and closing.

Appendix 1

PEDOMAN OBSERVASI (OBSERVATION GUIDANCE)

1. The location SMK Kampus Padangsidempuan
2. The process of English teaching in SMK Kampus Padangsidempuan
3. Media or tools that used to make teaching activity effective
4. The used method in teaching writing formal letter
5. The teachers' strategy in teaching writing formal letter
6. Student's ability in receiving the subject from their teacher

Appendix II

PEDOMAN WAWANCARA (INTERVIEW GUIDANCE)

A. Interview to the English Teacher

1. How is the students' ability in writing formal letter at SMK Kampus Padangsidempuan?
2. What are students' difficulties in learning writing formal letter?
3. What are methods used by the teacher in teaching formal letter at SMK Kampus Padangsidempuan?
4. How is the result of learning process students' in writing formal letter at SMK Kampus Padangsidempuan?
5. What are the used media for teaching writing formal letter?
6. What is the effort of teacher to make an active condition in learning process?

B. Interview to the Headmaster

1. What is the background of SMK Kampus Padangsidempuan?
2. When did the school establish?
3. How many teachers are in SMK Kampus Padangsidempuan?
4. How many students are in SMK Kampus padangsidempuan?

C. Interview to the Students

1. Apakah adik menyenangi bahasa Inggris?
2. Bagaimana cara guru mengajarkan writing formal letter di sekolah adik? Apakah cara itu cukup bagus menurut adik?
3. Apakah adik mengalami kesulitan dalam belajar writing formal letter?
4. Kesulitan-kesulitan apa saja yang adik alami ketika belajar writing formal letter?

Appendix III

THE INSTRUMENT OF WRITING FORMAL LETTER

A. Introduction

1. Writer your name
2. Your class
3. Your address

B. Write down a letter formal with form standard letter parts

1. Letter head
2. Date
3. Inside address
4. Salutation
5. Body
6. Complimentary close
7. Signature block

CURRICULUM VITAE

Nama : **Lisma Santi Siregar**
Reg. No : 07 340 0051
Sex : Female
Address : Panompuan Tonga
Place/ Date of Birth : Sinyior, 27 Oktober 1988
Fathers' Name : Syamsir Siregar
Mothers' Name : Duma Sari Harahap

EDUCATION BACKGROUND

1. Elementary school at SDN Napa 1995-2001
2. Junior high school at MTsS Baiturrahman 2001-2004
3. Senior high school at MAS Roudhotul Jannah 2004-2007
4. Students of English Study Program at State Collage for Islamic Studies (STAIN)
Padangsidimpuan

CHAPTER I

INTRODUCTION

A. Background of the Problem

Language as a mean of communication is something inevitable in our life. It can be used for establishing social relationship and conveying formation. Language is also a system of communication plays the important role in the human life.

There four skills in English that very important for us. Those are listening, speaking, reading, writing. This is supported with explanation in book which is used in vocational school (SMK) where it is stated that in beginning of each unit introduces the materials of four basic language skills, included listening, speaking, reading, and writing.¹

Furthermore, the curriculum of education unit level in vocational high school English learning is aimed in order that the students have capability as follows to develop competence in communicating oral and written language to active the level of information literates, processing awareness about the nature and the benefit students' ability in understanding between language and written.

Writing is one element skill in English. The main goals in writing activities are able to write ideas, information in a good logical order, expressing their thought clearly, and improve that the writers' idea so that the reader easier to

¹ Eri Kurniawan, et.al., *English in Vocational Context*, (Jakarta: Gramedia, 2008), p. Iv.

know what reader read. It can be said that writing is an written language. The purpose of teaching writing which is formulated in standard competence of syllabus for the level of senior high school to be able to communicate in English both spoken and written. One proof of succes is the succes of writing a letter. Thus, it can be said that writing letter is one of competence that should be mastered by students. Actually, letter a form of information that send statement or information from someone to the other by using name or candidate of company or institution. The information belongs to statements, request, report, opinion, and suggestions. Therefore, writing letter can be defined as activities to arrange information in letter form.

Furthermore, writing letter is the process of arranging letters, words, sentences, and paragraphs by using of structure and some others related to one another as the writing statement or information from someone to the other, by use name or candidate of company or institution. Thus, writing letter is aimed to make students able to communicate by using letter in which they are expected to convey information to certain institution or company.

Basically, writing letter had been teaching in junior high school until senior high school level. But, in junior high school students just learn basic style of the letter. Then, in next level students are teached the kinds of letter, such formal letter. But, there are many students still unable to write formal letter. The students' problem in writing formal letters can be identified that most of students

lack in writing, lack in the comprehension of the composition of wiring letter, their motivation to write letter is too low that they are idle in practicing.

However, in reality there are many students are not repeat again to writing letter since they were study, then they students often did not do their home work. The researcher sees that this case is also faced by students in SMK Kampus Padangsidempuan. If this problem is not solved, it will cause many problems in the world of education, among others: give the impact to their further achievement, failure in the national examination, students that continue to the university especially in English department difficulty to receive the lesson.

Based on explanation above, it can be said that students still have problem in writing letter, especially in writing formal lettter. Therefore, as candicate of teacher, the researcher interest to make a research about: **“Students’ Ability in Writing Formal Letter At Grade XII SMK Kampus Padangsidempuan in 2011-2012 Academic Year”**.

B. Identification of the Problem

Based on the background of the problem above, the researcher identifies the problem are that the students are lack in writing that makes their ability in writing is inappropriate structure. They also lack in the comprehension of the composition of writing letter. Their motivation to write letter is too low that they are idle in practicing writing letter on their daily life. Next, they do not repeat

again to writing letter since they were study so that they are complicated in writing letter and the students often did not do their homework.

C. Focus of the Problem

Based on the identification of the problem above, the researcher focuses the problem on the ability to write letter. Thus, the researcher is interests to search the students' ability in writing formal letter, especially in business letter.

D. Formulation of the Problems

Based on the focus of the problems above, the researcher formulates the problem as:

1. How is the students' ability in writing formal letter at Grade XII SMK Kampus Padangsidimpuan?
2. What are the difficulties usually faced by the students in writing formal letter?
3. What are teachers efforts to solve students' difficulties?

E. Purpose of the Research

1. To know the students' ability in writing formal letter at Grade XII SMK Kampus Padangsidimpuan.
2. To know the difficulties usually faced by the students in writing formal letter.
3. To know what are teacher efforts to solve students' difficulties.

F. Significances of the Research

In this case, there are two kinds of significances, namely theoretical significances and practical significances.

1. Theoretical Significances

- a) As one of theory to writing formal letter.
- b) As reading material to the teacher in order they know what extent students' ability in writing formal letter at Grade XII SMK Kampus Padangsidempuan.

2. Practical Significances

- a) To give information for the teacher about the ability of their students so they can motivate the students of SMK Kampus Padangsidempuan.
- b) To the head master of SMK Kampus Padangsidempuan to motivate the teacher to be a professional teacher.
- c) To other researcher who will search with the same topic.

G. Definition of the Key Terms

To avoid misunderstanding between the researcher and the readers, the terminologies will be shown as follows:

1. Student's Grade XII

Student is a person who is studying at a university or college.² Grade XII is level or degree in quality at class twelve³. So students grade XII is a person who is studying at college in level or degree in quality at class twelve.

2. Ability

Ability is a level of skill or intelligence.⁴ So, students' Grade XII ability is the level of skill or intelligence of a person who is studying at grade XII.

3. Writing formal letter

- a. Writing is written works of an author or person's handwriting.⁵ According to David Nunan" writing is both a physical and a mental act It is a mental work in creating ideas to express and to organize them in paragraphs so that the readers will be easier to understand the writer's intention.⁶
- b. Formal letter is written message which have many features or specific ethic code especially in business world.⁷ Beside, Robert Barras in his book said that "formal letter is addressed to a business or organization."⁸

² A.S. Hornby. *Oxford Advanced Learner's Dictionary*, (New York: Oxford University Press, 2000), p. 13444.

³ *Ibid.*, p. 187.

⁴ *Ibid.*, p. 1.

⁵ A.S. Hornby. *Oxford Learner's Pocket Dictionary*, (New York: Oxford University Press, 2000), p. 502.

⁶ David Nunan. *Practical English Language Teaching*, (USA: The McGraw Hill Companies, 2003) p. 88.

⁷ Deny R. Homdong. *Complete Office English*, (Jakarta: Kesaint Blanc, 2008), p. 16.

⁸ Robert Barras. *Students Must Write*, (Tylor&Prancis e-library. 2005) p. 169.

4. SMK Kampus Padangsidempuan

SMK (sekolah Menengah Kejuruan) is senior high school. Padangsidempuan is located in Padangsidempuan north Sumatera, Indonesia. Based on the statement above, the researcher can conclude that the students' ability in writing formal letter at grade XII is the level of skill or intelligent of a person studying at a SMK at grade XII in educational written message sent to with particular rules, and address to a business or organization.

CHAPTER II

REVIEW OF RELATED LITERATURE

A. The Theoretical Description

1. Definition of Writing

Writing is derived from the word write (verb) + (ing) means tulisan¹ and writing is one of the elements of skill in language. The main goals in writing activity are able to write ideas, information in a good logical order, expressing their thought clearly, and improve that they have in mind so that the reader easier to know what to read.

David Nunan said “writing is a physical and a mental act. Both are a mental work in creating ideas to express and to organize them in paragraphs so that the readers will be easier to understand the writer’s intention.² Writing is a process and product as better. The process begins from imagine until rereads and become some kinds of writing such as essay, letter, story or research report.

According to the meaning of writing is “oneself expression or a report or a masterpiece and suggestion. It contents is subject to fallible human scrutiny for inaccuracy and bias.³ Writing correctness depends on social conventions and

¹ Jhon M.Echolds and Hassan Sadily, *An English-Indonesia Dictionary*, (Jakarta: PT. Gramedia), p. 656.

² David Nunan. *Loc, Cit.*

³ Hulon Willis. *Structure, Style and Usage: A Guide to Expository Writing*, (California: Holt, Rinehart and Winston, 1996), p. 1.

prejudices as well as on linguistic logic. In addition, A.S. Hornby said “writing is written works of an author or person’s feeling”⁴

So based on the scientist estimations above the researcher conclude that writing is a written works to express one’s feeling, ideas, and thinking, and organize them into a good statement and paragraphs in order to be understand by all of the reader easily of what the writer wants to say.

2. Letters

a. Classification of Letters

Letters may be classified according to their different purposes, thus:

1) Social Letters

Including friendly letters and notes of invitations are:

a) Friendly Letters

Letters to relations and intimate friends should be written in an easy, conversational style. They are really of the nature of friendly chat: and, being as a rule unpremeditated and spontaneous compositions, they are informal and free-and-easy as compared with essay. Just as in friendly talk, so in friendly letters, we can touch on many subjects and in any order we like; and we can use colloquial expressions which would in formal essays be quite out

⁴ A.S. *Op. Cit.*, p. 502.

of place. But this does not mean that we can be careless and slovenly in dashing off our letters, for it is insulting to ask a friend to decipher a badly-written, ill-composed and confused scrawl; so we must take some care and preserve some order in expressing our thoughts.

Example:

Jl. Medeka 68
Psp, 22737
February, 16, 2010

Dear Khoirunnisah

I am sorry for forgetting our dinner date, it was my fault I was so busy at work. It must have slipped my mind. How about I treat you to dinner next Friday, at the new KFC restaurant at 08:00 pm. I have marked this date in my planner, so I will not forget it. Just like to apologize again for missing our dinner date.

Your Friend

Abdullah

b) Notes of Invitations

A Formal invitation is generally written in the third person, and should contain no heading, no salutation, and no complimentary close. The writer's name should appear in the body written to the left, below the communication.

The reply to such a note should also be in the third person, and should repeat the date and time mentioned in the invitation.

Example:

Formal note of invitation

Rani and Budi. Aisyah request the pleasure of Husin's company at dinner on Friday, the 20th of July, at eight o'clock.

Sihitang Raya
Padangsidimpuan
12th July

Informal notes of invitation, acceptance and refusal are like ordinary friendly letters, though using more formal language. They are addressed to the recipient by name, and the formal close is usually any of the following:

Sincerely yours, yours sincerely, yours very sincerely, yours affectionately (to relations, or intimate friends).⁵

Example:

Informal note of invitation

My dear Aisyah Rangkuti

Will you give me the pleasure of your company at dinner on Monday the 18th, at 8 o'clock?

Your very sincerely,
Husin Pulungan

2) Business letters

In writing business letter, there are many types that one can apply to his or her letter, they are: the order letter, letter of request, letter of application, and letter of recommendation.⁶

⁵ Wren and Martin, *High School English Grammar Composition*, (N.D.U. Prasada Rao, 1990), p. 404.

a. The order letter

Probably the most common use of the business letter is to order goods and materials. It is important that the letter clearly state the exact name of the merchandise, the price, and the amount of payment being sent.

When ordering goods, a customer will generally include the following in his letter⁷:

- (a) A reference to a visit by the supplier's representative, or to an advertisement or catalogue, or to a sample, or to previous correspondence. This applies particularly to a first order. In subsequent orders the buyer may begin in his letter with:
- (b) Details of the good required: quantity, quality, catalogue number, packing, etc.
- (c) Conditions and qualification.
- (d) Alternatives which are acceptable if the goods ordered are not available.
- (e) A closing sentence, perhaps encouraging the supplier to execute the order promptly and with care.⁸

⁶ George E. Wishon and Julia M. Burks, *Let's Write English*, (New York: American Book Company, 1980), p. 361.

⁷ F.W. King and D. Ann Cree, *Op. Cit.*, p. 38.

⁸ George E. Wishon and Julia M. Burks, *Op. Cit.*, p. 362.

For example:

<p>Grafika Company 425 Tembung Medan, 19 Juny 2010</p> <p>Dear Mrs. Diana</p> <p>Thank you for sending your catalogue so promptly, it arrived within a few days of my request.</p> <p>Please send me the following items by parcel post:</p> <table style="margin-left: 40px;"> <tr> <td>1. English contemporary books.</td> <td style="text-align: right;">Rp. 700.000</td> </tr> <tr> <td>2. English for Islamic studies books</td> <td style="text-align: right;"><u>Rp. 500.000</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">Rp. 1.200.000</td> </tr> </table> <p>I am enclosing a money order for Rp 1.200.000. If there are additional charges, please let me know.</p> <p>Please mail the books to the address given above.</p> <p>Very truly yours,</p> <p>ANITA</p>	1. English contemporary books.	Rp. 700.000	2. English for Islamic studies books	<u>Rp. 500.000</u>	Total	Rp. 1.200.000	<p>Merdeka Street Padangsidimpuan</p>
1. English contemporary books.	Rp. 700.000						
2. English for Islamic studies books	<u>Rp. 500.000</u>						
Total	Rp. 1.200.000						

b. Letter of Request

It is often necessary to write letters asking for information or advice. Observe the example:

Merdeka, 702
Padangsidempuan
August 22, 2010

Grafika Jaya Publishing Company
139 Medan

Dear Sir/ Madam

A recent notice in education news indicated that your firm has established a text book division.

If you plan to publish elementary school books dealing with geography, I would be interested in having my name placed on your mailing list for catalogs and for notices of other educational materials.

Sincerelly yours,



Husin Pulungan

Whenever some one is requested to do something on another's behalf, it is essential that the reader of the letter have all the information necessary to do so correctly. Often overlooked by letter writer are the following: the date, the complete address, a careful description of the action or item (S) wanted and a legible signature.

c. Letter of Application

Usually, business and professional people are hired on the basis of letters of application and personal interviews. Quite often an appointment is made for a personal interview only after a letter of application has been received. It is a very important letter for

both the sender and the receiver. Here is an application for a scholarship.

175 Medan
SM. Raja No. 35
December 15, 2011

Dr. Hasbullah
Chairman, Department of Chemistry
University of UNIMED

Dear Dr. Hasbullah:

I have read the announcement of the scholarship in chemistry that the university of UNIMED is offering, and I would like to submit my application.

The enclosed application form for admission to the graduate school of your university will give my educational history. However, I would like degree in chemistry with highest honors. For one working with professor Anton. My thesis involves polymer chemistry, which I understand is a specialty at the university of UNIMED. I would like to concentrate in that field for my advanced studies.

If you should require further information, I shall be happy to provide it. I would welcome the opportunity to have a personal interview.

Sincerely yours,
Husin Pulungan

d. Letter of Recommendation

Often people are called on to write letters of recommendation for friends or colleagues. It is always best to address the letter to a specific individual, but, if it is a general recommendation, it is correct to use the expression to whom it may concern in place of a more specific salutation study this example.

115 Sudirman Street
Padangsidimpuan
October 20, 2011

Mr. Tamrin
Director of Personnel
Family insurance company
Medan

Dear Mr. Tamrin :

Mrs. Halimah has requested that I write to you in connection with her application for employment with your company.

Mrs. Halimah and I were colleagues for two years, and I can testify regarding her work performance and qualifications. She started as a secretary and within one year was promoted to office manager. During the time that I worked with her, she never missed a single hour of work. She is characteristically punctual, careful, and efficient. She is also highly dependable.

Ms. Halimah has a pleasant, easy going personality which has won her many friends among our other colleagues. I know she is leaving her present position of her own volition in order to seek advancement. I will miss her as a colleague, but it is a pleasure and an honor to recommend her to you.

Yours Truly,



Husin Pulungan

3. Business Letter

a. Definition of business letter

There will probably be a number of times when one will need to write a business letter. On the job, depending upon the nature of the work, one may frequently need to compose such letters. However, off the job as well, one will probably write business letters.

“Letter is often evidence of an arrangement or a contract, and must therefore be written with care; even the shortest and most usual of letters may have this importance”.⁹ The need for thought in writing is clear when one realize that in speaking the reaction to the spoken word can be seen or heard immediately, but reaction to a letter is not known until the answer is received.

According to Wren and Martin, letters are messages and certain letter-forms have been established by experience and custom as the most useful forms of conveying messages of different sorts. These forms must be learned and used by every letter-writer, for neglect of them is a sign of ignorance and carelessness.¹⁰

Business letters-normally written for those outside an organization-are often the most appropriate choice for formal communications with professional associates or customers.

A business letter is a letter written in formal language, usually used when writing from one business organization to another, or for correspondence between organizations and their costumers, clients, and other external parties. The overall style of the letter will depend on the relationship between the parties concerned.¹¹

⁹ F.W. King and D. Ann Cree. *English Business Letters*, (England: Longman, 1991), p. 1.

¹⁰ Wren and Martin. *Op.Cit*, p. 401.

¹¹ *Get Along with English: For Vocational School Grade XII*, p. 80.

There are many reasons to write a business letter. It could be to request direct information or action from another party, to order supplies from supplier, to identify a mistake that was committed, to reply directly to a request, to apologize for a wrong or simply to convey goodwill. Even in our modern days, the business letter is still very useful because it produces a permanent record, is confidential, formal and delivers persuasive, well-considered messages.¹²

Business letter should be terse, clear, and to the point. Business letter are naturally much more formal in style than friendly letters. Certain forms of polite expression are used, such as “I shall be much obliged if you will send me.” Or “Please dispatch at your earliest convenience”.

At the same time certain phrases of business “jargon” should be avoided, but are not good English; and the meaning can be conveyed as clearly in simple, everyday language. Examples of such expressions are “Yours of even date to hand” and “dispatch same at once.”

In business letters ordering goods, care should be taken to give clear and exact description of the articles wanted. An itemized list of the goods wanted should be supplied, with the quality and quantity required. Directions for forwarding should be given and the manner in which payment will be made indicated. Everything should be clear and precise.

¹²Business_letter, http://en.wikipedia.org/wiki/business_letter. [accessed on 4th February 2012]

The content of business letters should always be courteous, clear, accurate, economical and complete.¹³ The person who reads the letter is likely to be a busy individual who has no time to waste on rude, wordy, vague, or inaccurate letters that lack the necessary information for follow-through.¹⁴ Such letters will only annoy a business or professional person and make him or her less willing to take the action one desires.

So based on the explanations above, the researcher can conclude that a business letter is a letter written in formal language, usually used when writing from one business organization to another, or for correspondence between organizations and their customers, clients, and other external parties.

b. The Procedure of Letter

To write effective business letters must apply the skill such as listening, speaking and reading. Before begin however, it is also important to know the various types of business letters. There are many types of business letters but most take one (or a combination) of three pattern: information, refusal, or selling (IRS). Each pattern requires its own special writing technique, so when in this unit deal with the information patterns; in any letter write follow this procedure:

¹³ F.W. King and D. Ann Cree. *Loc. Cit.*

¹⁴ Barbara Fine Clouse. *Writing: From Inner World to Outer World*, (USA: McGraw-Hill Company, 1983), p. 303.

- 1) Visualize your reader
- 2) Think through your purpose
- 3) Assemble your content
- 4) Select your format
- 5) Determine your pattern
- 6) Proceed with power

Most business letters fit one of these three pattern: information, refusal selling. Regardless of the pattern, however, in nearly all cases, business letters follow the same general format.

Some conventions have traditionally determined what element the business letters should contain and how these elements should be arranged on the page. These conventions affect both the contents and appearance of the message.¹⁵

c. Standard letter parts

1) Letterhead

Letterhead is usually imprinted on stationary and consists of the name, address, and possible telephone number, telex, or cable address, filling reference slogan and logo.

The heading is the equivalent of a letterhead on imprinted stationary. This may be typed or written name, only his or her address.

¹⁵ Amalia Irakilani, *Writing*, (Jakarta: Universitas Terbuka, 2008), p. 5.

2) Date

The date may mark the left or right margin, appear beneath your signature. It is best located two to six spaces above the inside address.. it should be written out February 21, 1981. not Feb, 21, 1981 (military and some international forms place the day first, month next Abbreviated: 21/2/1981.

3) Inside address

The inside address consists of the name and address of the individual or organization to whom you are writing and duplicates the mailing address.

4) Salutation

Salutation is placed two spaced below the inside address and ends with a colon (:) or nothing (closed or open punctuation, respectively) A comma is used only in informal social correspondence.

In general use are:

Dear sir : Dear Madam : Gentlemen:

Dear (Mr, Mrs, Miss, Ms) Jones

Dear (appropriate title) Jones:

(Mr, Mrs, Miss, Ms) Jones

Dear sir/ madam: Dear gentle person:

Dear chairman: chair Jones:

5) Body

The letter body begins two spaces below the salutation (or attention or subject line). Unless you are adjusting spacing for the standard line plan. Single-space between paragraphs, or use half spaces regardless of the selected format. To insure readability, use one to four lines for intermediate paragraphs.

There are other ways to make material easy to read. Set up a series of items in columns under headings or may used numbers either horizontally or vertically on separate lines to list information and use display bullets or dots (.) of various sizes, as well as dashes (-) and asterisk (*) to call attention to various points.

6) Complimentary close

The complimentary close is usually placed two spaces below the last line of the body of a letter. Typical traditional examples are:

Your truly, very truly yours, sincerely

Sincerely your, cordially,

Very cordially yours,

And ins rare, very formal cases

Respectfully yours

7) Signature block

The first typed line of the signature block is usually placed four or more spaces below the complimentary close or, if there is no close,

four spaces below the last line of the body. The spaces is for your written signature, followed by your typed name including position and professional title. If any woman may want to add courtesy titles or a married name, but this is a matter of choice. The signature will establish the first line of the inside address in a reply.

In lets write English standard letter part is correct form as follows:

All business letters have the following components;

Heading:	18 North Street Boise, Idaha 83705 Januari 14, 1982
Inside address	Olson's Hardware 12 Sixth Street Boise Idaho 83710
Salutation	Dear Ms. Olson:
Body	_____ _____ _____ _____
Closing	_____
Signature	Very Truly Yours; _____ 16

¹⁶ *Ibid.*, p. 07.

1) Heading

The heading or return address, of a business letter is similar to that used on personal letters: street, city, state, zip code, country, and date. Usually the block form is used. Use a comma after the name of the city and the day of the month.

2) Inside Address

The inside address is the name of the company or business the letter is being written to it includes the street address, city, state, zip code, and country. It is the same address that appears on the envelope. Envelopes are not kept in business files; the letter must carry all pertinent information.

3) Salutation

The greeting part of a business letter is more formal than that of a personal letter. The salutation is followed by a colon. These are suitable salutations.

Dear madam:

Dear Mrs. Itgen:

Dear Sir:

Dear Mr. Modian:

Dear Sir/ Madam:

Dear Ms. Wartsky:

4) Body

The business is discussed in the body of the business letter it should be brief, well stated, and easy to read. The importance of brevity and directness cannot be overstated. Business offices receive

large numbers of letters daily. If they are all to be handled promptly, no time can be wasted. Business letters, therefore must be succinct and to the point.

5) Closing

The closing of a business letter is similar to that of a personal letter. The first word is capitalized the closing is followed by a comma

6) Signature

The sender's name should be written the way the company is to address the return letter. If the sender wishes to be addressed by a personal or professional title, it should be written after the name, usually in parent theses: (M.d), (Ph.D), (Mrs), (Miss), (Mis), etc.¹⁷

d. The Body of a Business Letter

The body (content) of a business or formal letter is very different from the body of a friendly letter. A business letter isn't casual, it isn't newsy , and it does not contain personal details that have nothing to do with the purpose of the letter. A business letter is brief and to the point. It is the body of the preceding sample business letters first into the descriptions that follow:

- 1) The first paragraph of a business letter introduces you and the subject of the letter. (I am a patient. I had hand surgery)

¹⁷ George E. Wishon and Julia M. Burks, *Let's Write English*, (New York: American Book Company, 1980), p. 360.

- 2) The second paragraph describes the details of the reason for the letter.
(I received a bill for the surgery, but I have insurance there's a mistake)
 - 3) If there is a third paragraph it provides additional information needed to understand the reason for the letter
 - 4) The final paragraph summarizes what you want to happen and can contain a word of thanks (contact my insurance company. Let me know what else I have to do).
 - 5) Describe any enclosures in the letter (My insurance policy).¹⁸
- e. Business letter style

There are some styles of letter writing

1) Style of American letter firms

Foreign learners of English commercial correspondence should beware of drawing a sharp distinction between British and American styles the fact of the matter is that the similarities are more striking than the differences, and the differences between British and American English in general are fewer and less important now than they were, say, fifteen or twenty year ago. American have no difficulty in understanding British business letters, and vice versa. Another point to bear in mind is the fact that the majority of business letters today are

¹⁸ ED Swick, *Writing Better English for ESL Learners*, (New York: M C Graw Hill Companies, 2009), p. 161.

written, not by Americans or British people, but by individuals and firms using English as a foreign language.¹⁹

The following examples of styles of letters:

Date	March 22, 1981
Inside address	Mr. Tom Farmer Rural Route 1 Casper, WY 723135
Salutation	Dear Mr. Farmer:
Body	<p>Now you can rent instead of by high priced farm equipment on a short-term basis, or lease it for a period of up to one year.</p> <p>This plan could greatly reduce your capital needs. It would also eliminate repair costs and high fixed costs such as taxes, interest, and depreciation. As you already know. These large, modern machines are necessary because of the labor savings and increased field capacity they provide.</p> <p>You can rent a tractor for as little as \$10 per hour. Available are unit's up to 175 horsepower. You can also rent power-matched equipments as if it were his own. The farmer must furnish fuel and fabricants for the equipment. If a breakdown does occur, and we cannot repair it within 24 hour, we will bring you a comparable machine to keep you operating on schedule.</p>
Complimentary close	Enclosed is a rate schedule for all our rental equipment, to discuss the benefits you can gain from leasing our equipment, pleas cal us collect. The machinery is available on a first-come, firs-served basis, so call soon to make your arrangements.
signature block special parts	<p>Cordially yours, M V EQUIOMENT RENTAL</p> <p>Lester Jam Sales manager</p>
	Enclosure: Rate Schedule

¹⁹ F.W. Kingand D. Ann Cree. *Op. Cit.*, p. 8.

2) Style of British letter firms

Example of a letter typed on the stationery of a British limited company:

Telegram		Telephone
(a) GRAJO LEEDS	GRADEN & JONES	Leeds 978653
	Home & Overseas Merchants	
DIRECTORES:		uppers Bridge Street
L.L. GRADEN P.G. JONES		
(b) JAS/DS		(c) 13 July 1978
(d) Oliver Green and Co.Ltd.		
25 King Edward VII St.		
MANCHESTER M24 5BD		
(e) Dear Sirs		
We understand from several of our trade connections in Bolton that your are the British agents for Petrou and Galitopoulos AE of Athens.		
Will you please send us price-lists and catalogues for all products manufactured by this company, together with details of trade discounts and terms of payment.		
We look forward to hearing from you.		
(f) Yours faithfully		
GRADEN AND JONES LTD.		
(g) J.A. Stevens		
Chief Buyer		

The style in the example. Currently there are several ways on getting out business letter in Britain and policy in this respect differs form company. The form in which a business letter appears has not been standardized in the united kingdom to the extent it has in the U.S.A and most European countries, and many British firm still indent the first line

of each paragraph and use more punctuation in the inside name and address and in the date than is the our example.²⁰

B. Review of Related Findings

This research is not the first kind of research done by researchers but there are some other researchers searched for the rather similar to this research. The first one Nila Purnama Sari Hasibuan in her script “The Correlation Between Studens Tenses Mastery and Their Ability in Writing Letter at Grade X SMA Negeri 1 Tambangan In 2010/2011 Academic Years”. She stated that the result of the data analysis shows that category high (72%).²¹

The second is Budi Parlindungan with his script “ The Correlation Between Punctuation Mastery and Writing Letter Mastery to Grade IX Student of SMP N1 Lembah Sorik Marapi in 2010-2011 Academic Year “ He found that the result of his research is category enough (60,83%).²²

Next research done by Fitriani Nst with the title “An Analysis on Students’ Ability in Writing Application Letter at Grade XI Secretary Class SMK N1 Sipirok”. She stated that the result is category enough (52,63%).²³

²⁰ Emalia Iragilani, *Op. Cit*, p. 18.

²¹ Nila Purnama Sari Hasibuan, The Correlation between Studens Tenses Mastery and Their Ability in Writing Letter at Grade X SMA Negeri 1 Tambangan , (UMTS Padangsidimpuan).

²² Budi Parlindungan, The Correlation between Punctuation Mastery and Writing Letter Mastery at Garde IX SMP N1 Lembah Sorik Marapi in 2010-2011, (UMTS Padangsidimpuan).

²³ Fitriani Nst, an Analysis on Students’ Ability in Writing Application Letter at Grade XI Secretary Class SMK N1 Sipirok, (STAIN Padangsidimpuan, 2013).

In this research, the researcher wanted to know the students ability in writing formal letter and what were the difficulties faced by the students in writing formal letter.

C. Outline Script

The systematic of this research is divided into five chapters which the chapter consists of many sub chapters with detail as follow:

The first chapter consists of: background of problem, formulation of the problem, the aim of the research, the significance of the research, definition of key term and outline of the script.

The second chapter consist of: writing and business letter, format of letter in writing business letter.

The third chapter consist of research design, place and time of the research, the sources of data, instrument of collecting data and analysis of data.

The fourth chapter consist of analysis of discussions and result of the research consist description of students in writing letter.

The fifth chapter consists of conclusions and suggestion.

CHAPTER III

RESEARCH METHODOLOGY

A. Kinds of the Research

The method of the research was be done by using the descriptive method. The descriptive method is a kind of method used in research and base on analysis of data this research was used a qualitative approach.

Qualitative research is used full for investigating a variety of educational problems an issues and it is used to the termine and describe the way things.¹ Based on the method the research used descriptive method this method was used to describe the students ability in writing formal letter at grade twelve SMK Kampus Padangsidimpuan.

B. Time and Place of Research

1. Time of the research

This research has been done from August 2012 until 8 June 2013.

2. Place of the research

This research was be done at SMK Kampus, it located in Jln. Sutan Soripada Mulia No. 64-A Sadabuan Padangsidimpuan.

¹ Gay and Peter Airasian, *Educational Research Competencis For Analysis And Application* (USA: Prentice Hall, 2000), P. 202.

C. The Source of Data

The source of data this research consist of two sources, the source of primary data and the source of secondary data: Primary source of data (principal data) is the basic of data primary sources of data, that is 40 grade XII Student' at SMK Kampus Padangsidempuan.

Secondary sources of data (supplementary data) it's an information from the principle and the English teacher of SMK Kampus Padangsidempuan

D. The Instrument of Collecting Data

This researcher use instruments of collecting data by:

1. Observation

Observation is a technique of collecting data to gain insights on understanding the natural environment as lived by the participants.²

2. Interview

Interview is a purpose full interaction usually between two people, focused on one person trying to get information from the other person.³ In this research, the writer did interview directly with the head master, the English teacher and the other teacher and student that can give the data about the discussion.

² *Ibid*, P. 212.

³ *Ibid*, P.219.

3. Test

Test is some questions to get information that pointed to students' ability in writing formal letter.

In making an essay, the students writing should be appropriate to the outline principles of essay paper as the researcher have explained above. So the lattices will be use by the researcher in analyzing the data forward are:

Table 1
The Lattices of Writing Letter

No	Indicators	Score
1	Letterhead	20
2	Inside address	10
3	Salutation	20
4	Body	20
5	Closing	20
6	Signature	10
	Total	100

E. Analysis of Data

After collecting data the writer will analyze the data by using some steps they are:

a. Editing of data

It is done to arrange the data become a structured sentence systematically.

b. Reduction of the data

It is done two seek the uncompleted data and put aside data unnecessary.

c. Tabulating of the data

It is done to account and give the scores to respondents answer through test and take on the table that consist alternative answers, frequency and percentage to obtain the percentage of the answers subject and take on the table by using the formula :

$$P = \frac{F}{N} \times 100\%$$

Explanation: F = Frequency

N = sum of the samples

P = Percentage.⁴

4. Description of the Data

It is done to describe or interpret ate data that have been collected systematically.

5. Taking Conclusion

It is done to conclude the discussion solidly and briefly.

F. Checking of the Trustworthiness

Qualitative research uses several strategies to check and enhance a study's validity. The strategies can reduce researcher bias and improve the validity of the data collected. So, in this research, the researcher used triangulation strategy to check the accuracy and the credibility of the data.

⁴ Anas Sudijono, *Pengantar Statistik Pendidikan*, (Jakarta: Raja Grafindo Persada, 1991), P.40.

Triangulation is a form of cross validation that seeks regularities in the data by comparing the different participants, settings, and methods to identify recurring results. The aim is to obtain similar information from different independent sources⁵.

The researcher did the triangulation by source of data triangulation, which means, comparing data she got by giving test to the interview result and the documentation of students' seventh semester score in academic writing.

⁵ John W. Creswell, *Research Design*, (USA: Sage Publication, 2002), p. 196.

CHAPTER IV

FINDING AND DISCUSSION

A. Findings

1. General Finding

Based on the interview, the writer found many general finding in this research. Firts, this SMK Kampus Padangsidimpuan located at the Jl. Sutan Soripada Mulia No. 64 A Padangsidimpuan. Second, the head master of this shcool was Mora Harahap, S.Pd. Third, the English teachers who teach in this school they were: Netti Rominda Harahap, S.Pd., Syarifah Aini Ritonga, S.Pd., Ermila Zuliana Harahap, S.Pd., Nurhamidah Rangkuti, S.Pd., Elmi Sakila Lubis, S.Pd., and Tunggul Harahap.

In this school, there were 16 classes in X Grade, 8 classes in XI Grade, and 8 classes in XII Grade. Moreover, in this shcool there were many facilities, such as: school building, laboratory of science, laboratory of computer, library, laboratory of audio visual, media of accountancy, sport facilities, auditorium, and so forth.

2. Specific Finding

a. Description of Students' Ability in Writing Formal Letter at Grade XII SMK Kampus Padangsidempuan

Based on the result of the test which was given to the students, it could be described that there were three students got 50, four students got 55, six students got 60, nine students got 65, eight students got 70, five students got 75, three students got 80, and two students got 85. Thus, it could be seen that the score which was got by students was 50 – 85. It means that the lowest score which got by the students was 50 meanwhile the highest score was 85. To get clear information, it could be seen in the following table.

Table 1
The Score of Students in Writing Formal Letter

No.	Initial Name	Score
1	AP	65
2	TP	70
3	NM	50
4	MH	70
5	A	65
6	BM	70
7	CH	60
8	SS	65
9	SBS	55
10	RH	70
11	AR	70
12	AD	65
13	EM	70
14	RM	70
15	BM	60

16	HD	55
17	HH	65
18	MS	70
19	RMH	65
20	T	75
21	RH	50
22	MR	75
23	RH	80
24	AS	75
25	M	65
26	AP	60
27	P	55
28	TR	75
29	IH	75
30	EH	65
31	FD	80
32	AD	80
33	LH	55
34	H	85
35	SH	60
36	S	50
37	ARH	85
38	DR	60
39	DO	65
40	GF	60
Total		2660
Max. Score		85
Min. Score		50
Average		66.5

Based on the table above, it could be seen that the total score which got by students was 2660, then highest score was 85 and the lowest score was 50, thus the average of the student was 66.5 it got from the total of the students' score divided total student . To know the score interpretation of students' ability in writing formal letter it can be seen by using formula as follows:

$$P = \frac{F}{N} \times 100\%$$

$$P = \frac{2660}{40} \times 100\%$$

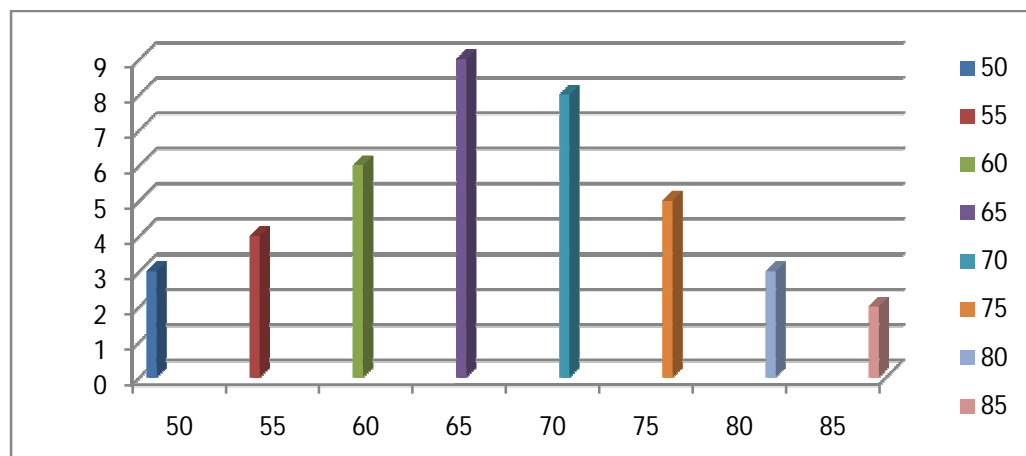
$$P = 66.5\%$$

From the calculation above it can be concluded that the students' ability in writing formal letter is 66.5%, it is categorized high.

Table
The Criteria Score Interpretation

Percentage	Criteria
0% -20%	Very low
21% -40%	Low
41% -60%	Enough
61% -80%	High
81% -100%	Very high ¹

Charts of result interview can be seen hear under:



¹ Riduan, *Belajar Mudah Penelitian untuk Guru-Karyawan dan Peneliti Pemula*, (Bandung: Alfabeta, 2005), P. 89.

b. Description of Students' Difficulties in Writing Formal Letter at Grade XII SMK Kampus Padangsidempuan

Based on the interview toward students XII Grade of SMK Kampus Padangsidempuan, the researcher found two difficulties of students in writing formal. The difficulties belongs to the write body of letter and closing.

1) Writing body of letter

According to Muhammad Yusuf Lubis, he said that the study about writing formal letter especially in writing business letter can said difficult, like procedure of letter.² Ika Ridawati said study about writing letter can said difficult, like in writing body of letter usually use formal language, and to the point so that they difficult in language. Beside Shinta Handayani said that writing formal letter very difficult in comprehending of the composition of writing letter.³ So their motivation to write letter is too low that they are idle in practicing.

2) Write closing of letter

this was also one of difficulties that students of SMK Kampus Padangsidempuan felt in the process of teaching. Rahmiati Sari Harahap said they could not concentrate what the teacher talking about because had bored

²Muhammad Yusuf Lubis, Student of SMK Kampus Padangsidempuan, At 6 April 2012.

³Shinta Handayani, student of SMK Kampus Padangsidempuan, At 6 April 2012.

and felt tired. And finally they would lose their enthusiasm in writing closing of letter.⁴

Basically, body of letter consist of information which would say to the reader throught the letter. Moreover, in writing formal letter there was a regular form of formal letter. But, students found difficulties in applying the main information which was needed in the body of letter until the main point of the letter could be get by the reader. Furthermore, the students had lacks in well body of formal letter. Most of students made a letter such a personal letter. Thus, the face of the letter didnt match with formal letter.

Others, many of students could not use the suitable closing for formal letter. Most of them cannot use formal language in their letter. Thus, their letter look like a personal letter.

c. Description Chart of Research the Teacher Efforts to Solve Students' Difficulties in Writing Formal Letter at Grade XII SMK Kampus Padangsidempuan

The interview from teacher, the difficulties faced by student are they lack of in comprehending of composition of writing letter, so their motivation to practice in writing letter is low. So to solve the students problem the English teacher give some efforts as below:

1. Effort to body of letter

The teacher efforts to solve the student problem such as:

⁴Rahmita Sari Harahap, Student of SMK Kampus Padangsidempuan, At 6 April 2012.

- a). The teacher teach the students to put formal sentence in a letter
 - b). Explain the Grammar and structure in sentences well and component the body of letter
 - c). Give motivation to students so they can write the sentence as well
2. Effort to write the closing of letter

The teacher efforts to solve the students problem in closing of letter.

The teacher gave terminology or vocabulary that could be used in writing closing of formal letter others, the students ask to use the vocabulary in their letter.⁵

The implication of this research the researcher suggest to English teacher there are many efforts that could be done by the teaching in writing formal letter, such as:

- a) Giving specific drill,
- b) Applying suitable method,
- c) Giving motivation,
- d) Support the learning material with other books,
- e) Made a quiz in writing formal letter, and so forth.

But, in this research the writer looked the giving specific drill could solve the students' difficulties in writing formal letter. Giving specific drill belongs to the efforts of teaching in making writing formal letter as easy one. The teacher could give more examples of formal letter and narrowed the

⁵ English Teacher of SMK Kampus Padangsidempuan, Interview, April 2012.

students to write a letter such the examples. Moreover, the teacher could give direction how to make focus information in body of letter.

Furhermore, the teacher could give terminology or vocabulary that could be used in writing closing of formal letter. Others, the students ask to use the vocabulary in their letters, thus the students got variaties in writing closing of formal letter.

B. Discussion

Writing formal letter refers to the activity to express information by organizing them into letter form, such as: letterhead, inside address, salutation, body, closing, and signature. Basically, formal letter was written in formal situation. Thus the formal letter also needed formal language.

There were many aspects that should be looked in writing formal letter, namely letterhead, inside address, salutation, body, closing, and signature. In other words, a well formal letter should be consisted with the aspects (letterhead, inside address, salutation, body, closing, and signature).

Based on the findings above, it could be seen that students' ability in writing formal letter was high category. But, there are many difficulties of students in writing formal letter, namely writing body of letter and closing of the letter. Therefore, to solve the difficulties above the teacher could give more drill toward students in writing formal letter. Furhermore, the drill should narrow to the the how to made well body and closing in writing formal letter.

C. Threat of the Research

Generally, no one of reseach got perfect result because the most of research had threats of the research. The previous condition also occured in this resarch. Therefore, it could be said that this research got many threats as limitation of the research. The threat of the research in this research belongs to the ability of the writer in understanding theories of writing formal letter until the writer could not give well discussion.

Moreover, this research was done based on the methodology of the research. In process, there were many lacks that writer found, such as lacking in time. This condition could be seen when the writer give test to the studengs XII Grade of SMK Kampus Padangsidimpuan in which the students were noisy in answering the test. But, the writer attempted to do a well organized in the research in order it could give well result of the research.

CHAPTER V

CONCLUSION AND SUGGESTION

A. Conclusions

Based on the findings in this research, the writer took many conclusions as following:

1. Students' ability in writing formal letter of students XII Grade of SMK Kampus Padangsidempuan was 66.5, it could be categorized to high category.
2. Students XII Grade of SMK Kampus Padangsidempuan had difficulties in writing formal, namely difficult to write body of letter and closing.
3. The teacher efforts to solve the student problem such as: the teacher teach the students to put formal sentence in a letter, explain the grammar and structure in sentences well and component the body of letter, give motivation to students so they can write the sentence as well and gave terminology or vocabulary that could be used in writing closing of formal letter.

B. Suggestions

Based on the conclusion above, the writer made many suggestions as following:

1. Students XII Grade of SMK Kampus Padangsidempuan should keep their focus in writing formal letter in order the students able to write well formal letter.

2. English teacher of students XII Grade of SMK Kampus Padangsidempuan should give more explanation about the formal letter and give specific drill until the students could raise the ability in writing formal letter.
3. This research could be used as comparing material or reference in making further research, especially about writing formal letter.

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