



**THE STUDENTS' ABILITY IN ENGLISH WRITING
APPLICATION LETTER AT GRADE XI ADMINISTRASI
PERKANTORAN CLASS SMK NEGERI 1 PANYABUNGAN**

A THESIS

*Submitted to the State Institute for Islamic Studies Padangsidempuan as
a Partial Fulfillment of the Requirement for the Graduate Degree of
Education (S.Pd) in English*

Written by:

**AHMAD SUAIDI
Reg. Number. 11 340 0045**

ENGLISH EDUCATION DEPARTMENT

**TARBIYAH AND TEACHER TRAINING FACULTY
STATE INSTITUTE FOR ISLAMIC STUDIES
PADANGSIDIMPUAN
2017**



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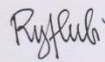
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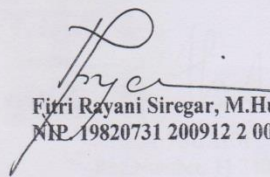
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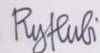
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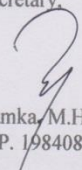


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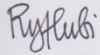
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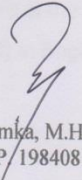
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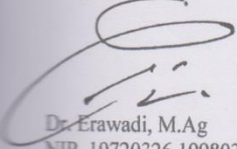
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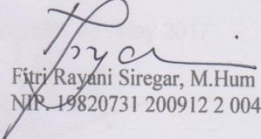
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PERKANTORAN CLASS SMK NEGERI 1
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ABSTRACT

This research focused about the students' ability in English writing application letter at grade XI Administrasi Perkantoran Class SMK Negeri 1 Panyabungan. The problems of research were most of students lack interesting in writing, students had lack of comprehension in the composition of writing application letter, and students had lack of motivation to practice writing of application letter. The purpose of this research was to describe the students' ability in English writing application letter at grade XI Administrasi Perkantoran Class SMK Negeri 1 Panyabungan.

This research was employed quantitative research by using descriptive method. The population of this research was the eleventh grade of SMK Negeri 1 Panyabungan. The total of population was one class. Then, the sample of research there are 37 students. In collecting data, the researcher used the instrument of research are test for students, the test consist of 7 items in English writing application letter test. The researcher used Z test for analyzing data.

Based on the result of test given, researcher found that the students' ability in English writing application letter at grade XI SMK Negeri 1 Panyabungan was enough category, it could be seen from mean score 51.622. Then, based on the data collected, the data has been analyzed to prove hypothesis by using formula of Z test. It could be seen $Z_{count} = 2.403 > Z_{table} = 1.96$ by level of significance 0.05. It meant that the hypothesis of research was accepted. So, the students' ability in English writing application letter at grade XI Administrasi Perkantoran Class SMK Negeri 1 Panyabungan was enough ability.

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I realize this thesis cannot be considered perfect without critiques and suggestions. Therefore, it was a pleasure for me to get critiques and suggestions from the readers to make this thesis better.

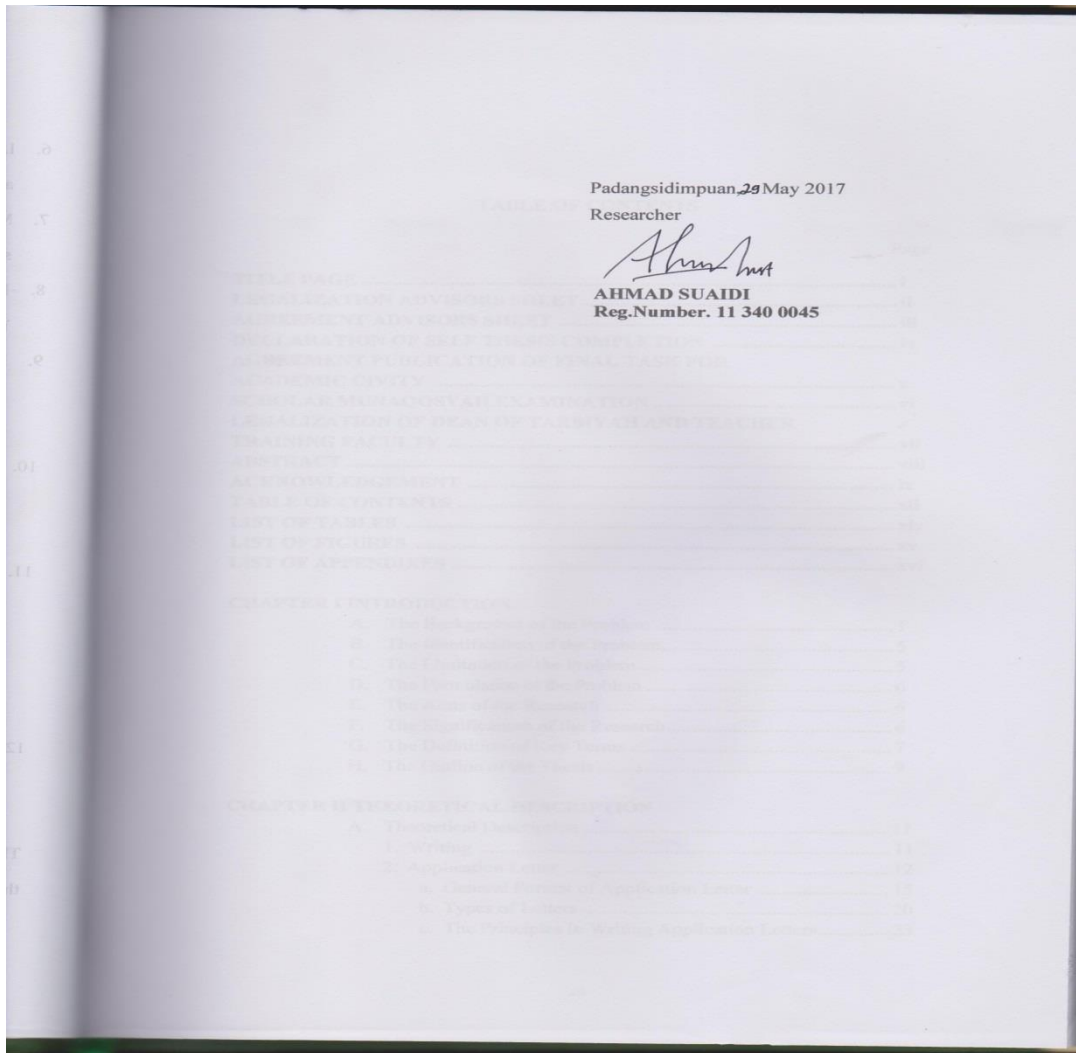


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CHAPTER I

INTRODUCTION

A. The Background of the Problem

English as an International language has an important role in this globalization era. Many countries in the world use English as a medium of communication among people in different countries because there are many languages in this world. In this globalization era, everyone is demanded to prepare a great resources for his/her life. Of course, to compete against a global demanding, the people should have an adequate knowledge and good skills.

Indonesia is one of the nations that takes a part in the world society. Therefore, Indonesian people have to prepare themselves to face any world problem. One of many solutions, they use English language as subject in the schools since the Elementary School, Junior High School, Senior High School until University. However, it has been already done indeed but it is still far from what expect.

There are four skills in a language; listening, speaking, reading and writing. The first listening, listening is the process of a unidirectional receiving of audible symbols or an interactive process as the brain acts on the impulses, bringing to bear a number of different cognitive and affective mechanisms. The second, speaking is an interactive process of constructing meaning that involves producing and receiving and processing information.

Next, reading is a receptive skills, it is a transactional between a reader and writer. The last, writing is one of the four language skill that is the way its native speaker to organize a piece of both spoken and written information.

Writing is one of language skill in language learning. It is categorized to the productive skill because it builds words or sentence to another particular, such as paragraph and text. Writing is process to produce information or knowledge through text. Thus, writing has important role in learning of language and often measured as the success of learning foreign language.

In curriculum of Senior High School, writing has aimed to make students able to communicate in functional level. Study in term writes not despite education the world, notably deep Administrasi Perkantoran majors of Vocational School not escapes by that its name writes letter.

Syllabus Development SMK (Vocational School) grade XI of English subject, students' basic competence is understanding monologue that appears in certain work situation, understanding the limited conversation with native speakers, presenting the report, understanding the manual use of the equipment, understanding the simple business letter, understanding the technical documents and writing application letter and simple reports.¹

¹ SMK Negeri 1 Panyabungan, *Silabus Bahasa Inggris*, (Panyabungan: SMK Negeri 1 Panyabungan, Tahun Ajaran 2015/2016).

Letter constitutes to convey of what the writer's feeling and thinking. Therefore, write letter can mutually get dialogue and get communication.² Letter or content of letter send away for that intended gets until to addressee according to source in origin, because the letter as tool to communicate to other people by written language.

Generally, there are two types of letter, they are Commerce letter/ Bussiness letter and Personal letter. Commerce letter/ Bussiness letter is broadest letter its scope than personal letter, such as Offers bespoke letter, Letter of intent, Invoice, Voucher letter, Price list letter, Letter of travel or notice goods dispatch, Claim letter, Covering letter, Making known letter, Memoranda letter. Thus, Personal letter constitutes letter that made by someone on behalf its own one is attributed to institution of officail body that is attributed to firm, such as Job application letter, Letter of license, Letter of application, Making known letter.

Remember the importance for writing letter, especially on Administrasi Perkantoran majors makes the researcher interested to know how the students ability in english writing application letters, and what the students' problem in writing application letter. However, in reality there are many students do not repeat again to write application letter since they were study. Then, the students often did not do their homework.

² Oksiana Jatiningsih, *Menulis surat dinas; Bagian Proyek Pengembangan Kurikulum Direktorat Pendidikan Menengah Kejuruan Direktorat Jenderal Pendidikan Dasar Dan Menengah Departemen Pendidikan Nasional*, p.9.

In fact, the students' ability in english writing application letter was still far from the expectation. It can be seen based on the researcher did the private interview with Mrs. Hj. Masdalifah Lubis, S.Pd., as the English teacher of SMK Negeri 1 Panyabungan at grade XI Administrasi Perkantoran class. She said that there are many students still unable to use English, it can be seen where students can not write English well, especially in english writing application letter, their less interest and motivation to write letter, and their less practice. Then, she also said that Majority at XI grade of SMK Negeri 1 Panyabungan in 2015/2016 Academic Year got 60 score for average score in english writing application letter.³ Meanwhile, their minimal target in *Kriteria Ketuntasan Minimal (KKM)* is 75.⁴ It means that the students does not get their target in english writing application letter. Thus, it can be said that the students still have problem in english writing application letters and in reality many of them are having problems, especially in the application letter.

Looking to the purpose above, there are many efforts which can be done to hold them, such as: applying the suitable method, prepare the effective teaching, giving motivation, and facilities. Others, to get the aim it is needed to prepare the suitable material. Despitefully, actually there are many effort learns that has done to troubleshoot, such as: give severally training,

³ Masdalifah Lubis, English Teacher, *Private Interview in SMK Negeri 1 Panyabungan*, on Saturday, December, 19th 2015, at 11.00 am., in SMKN 1 Panyabungan.

⁴ SMK Negeri 1 Panyabungan, *Kriteria Ketuntasan Minimal (KKM)*, (Panyabungan: SMK Negeri 1 Panyabungan, Tahun Ajaran 2015/2016).

asking for students to practice, code purpose in good and right letters. But, they are still far from effective study, especially in practicing to write letter.

Based on the explanation above, it is known that ability in english writing application letters is very important for students. So, the researcher interested to know the students' ability in english writing application letter. Then, the researcher applied it through the title "*The Students' Ability in English Writing Application Letter at Grade XI Administrasi Perkantoran Class SMK Negeri 1 Panyabungan*".

B. The Identification of the Problem

Based on the background above, english writing application letter is one of the students' basic competence in Curriculum and Syllabus Development of SMK (Vocational School) at eleventh grade in English subject. Then, there were some problems in Students' Ability in English Writing Application Letter at Grade XI Administrasi Perkantoran Class SMK Negeri 1 Panyabungan. They were: the students' problem in English writing application letter because most of the students are lack interest and motivation to write, lack in comprehension of the composition of writing application letter, and their less practice.

C. The Limitation of the Problem

Based on the identification above, the researcher found some problems in writing, especially in English Writing Application Letter. In curriculum of

Senior High School, writing has aimed to make students able to communicate in functional level, they are writing personal letter and common letter. Then, based on the Syllabus Development of SMK (Vocational School) at XI grade of English subject, one of the students' basic competence is understanding to write application letters in English form and can be practiced it by students. So, the researcher only focused the problem of students' ability in english writing application letters treated by grade XI Administrasi Perkantoran class SMK Negeri 1 Panyabungan.

D. The Formulation of the Problem

To make the problems clearly in this research, the researcher formulates them as follow:

“How is the students' ability in english writing application letter at grade XI administrasi perkantoran class of SMK Negeri 1 Panyabungan ?”

E. The Aims of the Research

The aims of this research was to examine the students' ability in english writing application letter at grade XI Administrasi Perkantoran class SMK Negeri 1 Panyabungan.

F. The Significances of the Research

The significances of the research were:

1. As input for the Headmaster for guiding the English teachers.

2. As an input for the teacher, teaching learning process, especially in learning in teaching of English writing application letter.
3. As input for the reader specially the English learners that this research is expected to increase their knowledge in learning about English writing application letter and as information for the English Education Department of State College for Islamic Studies Padangsidempuan.

G. The Definition of Key Terms

To avoid vagueness and misunderstanding between the researcher and reader, the terminologies as follow:

1. Student

According to Hornby state that the student is a person is studying at school or college.⁵ While in Indonesia dictionary, siswa adalah seorang pelajar yang berada pada tingkat Sekolah dasar, Sekolah Menengah Pertama, dan Sekolah Menengah Atas (the student is a learner especially on the grade of Elementary, Junior, and Senior High School).⁶ Then, according to Ramayulis, siswa adalah anggota masyarakat yang berusaha mengembangkan dirinya melalui proses tingkat pendidikan dan berbagai bentuk pendidikan tertentu (student is the member society that effort to develop

⁵ Hornby. *Oxford Advanced Learner's Dictionary*, (New York: Oxford University Press, 1995), p. 1187.

⁶ Tim Penyusun Kamus Pusat Pembinaan dan Pengembangan Bahasa, *Kamus Besar Bahasa Indonesia*, (Jakarta: Balai Pustaka, 2001), p. 1077.

his/her self through education level process and kind of certain education).⁷ So, the researcher concludes that the student is a person on grade of elementary junior and senior high school not only on the formal educational institution but also on the informal educational.

2. Ability

Ability is physical, mental or legal to perform (he has ability to accomplish whatever he sets his mind to).⁸ In Indonesian dictionary state that kemampuan adalah kesanggupan, kekuatan untuk melakukan sesuatu, kekayaan yang dimiliki (ability is power or a mental have someone to do something, a property that people).⁹ Based on definitions above, the researcher concludes that ability is a power or mental having someone to do something by hard.

3. Writing

According to A.S. Hornby, writing is written works of an author or person's feeling.¹⁰ According to David Nunan said that writing is both a physical and mental act. It is a mental work in

⁷ Ramayulis. *Ilmu Pendidikan Islam*, (Jakarta: Kalam Mulia, 2010), p.169.

⁸ A. Merriam Webster, *Webster's Collegiate Thesaurus*, (USA: Massa Chusetts, 1976), p. 33.

⁹ Tim Prima Pena. *Kamus Besar Bahasa Indonesia*, (TT: Gitamedia Press, tt), p. 511.

¹⁰ A.S. Hornby, *Oxford Learner's Dictionary*, (New York: Oxford University Press, 2003),

creating ideas to express and to organize them in paragraphs so that the readers will be easier to understand the writer's intention.¹¹

4. Application Letter

Application letter is one of the bussiness letters where the main purpose of the application letter is to get a job.¹²

Based of the definitions above, the researcher concludes that the students' ability in english writing application letter is power or mental having someone to writing of application letter is to get a job on grade of elementary, junior, and senior high school on the formal/informal educational institution.

H. The Outline of the Thesis

The systematic of this research divided into five chapters. Each chapter consist of many sub chapters with detail as follow:

In chapter one, it consisted of the background of the problem, the identification of the problem, the limitation of the problem, the formulation of the problem, the aims of the research, the significances of the research, the definition of key terms and the outline of the thesis.

In chapter two, it consisted of the theoritical description, which the sub chapters consist of theoritical description, which explain about: definition of

¹¹ David Nunan, *Practical English Language Teaching*, (USA: The McGraw Hill Companies, 2003), p. 88.

¹² Slamet Riyanto, *Menulis Surat Lamaran Kerja dalam Bahasa Inggris itu Mudah, Easy Writing a Letter of Application in English*, (Yogyakarta: PustakaWidyatama, 2011), p. 5.

writing and application letters. Then, review of related findings, hypothesis and conceptual of framework.

In chapter three, it consisted of research methodology which consist of the location and schedule of research, the research design, the population and sample, the technique of collecting data, the test validity and the technique of analyzing data.

In chapter four, it consisted of the result of the research talking about the analysis of data. It is consist of description of data, hypothesis testing, the threats of research and discussion.

In chapter five, it consisted of conclusion that give conclusion about the result of research and suggestion to students and teacher by researcher.

CHAPTER II

THEORETICAL DESCRIPTION

A. Theoretical Description

1. Writing

Write is an activity as to establish a note or information at one particular media by using of letter of the alphabet. Writing ordinary is done on paper by use of tools as pen or pencil. Writing is derived from the word write (verb) + (ing) means text, and writing is one of the elements of skill in language.¹ Writing is language production by symbol. This writing conveys meaning based on text and context. Writing is personal act in which writer take ideas or prompts and transforms them in to selfinitiated topic.²

According to David Nunan, writing can be defined by a series of contrast. It is both a physical and a mental act. Writing is the physical act of committing words or ideas to some medium. On the other hand, writing is the mental work of inventing ideas, thinking about how to express them, and organizing them into statements and paragraphs that will be clear to a reader. Writing is also both process and product. The process is when the writer imagines, organizes, drafts, edits, reads, and rereads. Ultimately,

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

² J. Michael O. Melley.et. al., *Authentic Assessment for English Language Learning*, (USA: Addison-Wisley Publishing Company, 1996), p. 136.

what the audience sees, is a product an essay, letter, story, or research report.³

According to A.S. Hornby, writing is written works of an author or person's feeling.⁴ The main goals in writing activities 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 they read. Writing correctness depends on social conventions and prejudices as well as on linguistic logic.

Based on the scientist estimations above the researcher concludes that writing is a written works to express one's feeling, ideas and thinking, and organize them into a good statement and paragraph in order to understand by all of the reader easily of what the writer wants to say.

2. Application Letter

Application letter is one of the business letters where the main purpose of the application letter is to get a job.⁵ Usually, a graduate of High School, Vocational School, Madrasah, Boarding School or University, Institute, and College will make an application letter after everyone were read, see or hear an advertisement or job in the media, in newspapers, internet, radio or television. Then, Bagas Pratama stated that surat lamaran

³ David Nunan, *Practical English Language Teaching*, (New York: McGraw-Hill: 2003), p. 88.

⁴ A.S. Hornby, *Oxford Advanced Learner's Dictionary*, (New York: Oxford University, 1993), p. 502.

⁵ Slamet, Riyanto, *Menulis Surat Lamaran Kerja dalam Bahasa Inggris itu Mudah, Easy Writing a Letter of Application in English*, (Yogyakarta: PustakaWidyatama, 2011), p. 5.

kerja adalah surat yang digunakan untuk menyampaikan keinginan agar bekeja di sebuah perusahaan atau biro yang diinginkan oleh pelamar pekerjaan (application letter is expression of the application willing to work at the company or biros are interested by applicant).⁶

Meanwhile, L. Gartside said that a letter of application for a job is in every sense a sales letter.⁷ It is a letter in which an applicant try to sell his/her qualifications, his/her training and experience. An applicant must arose interest in his/her qualifications. Then, an applicant past record and testimonials, conviction and finally, bring about the action him/her want his/her prospective employer to take to grant an interview and eventually give you the job. Application letter is one of the most letters that can be used by people to communicate to another in written forms. Application letter is one the formal letter. Application letter should be written in earnest. Application letter should be simple, short, polite, neat and clean.

When writing a letter of application, the applicant would like to say what job and conditions he or she would like to have. But a good letter of application should contain facts the prospective employer wants to know, for instance what experience the applicant has, how useful he will be to the company. If an applicant has held several positions, it would be advisable for the applicant to submit a personal data sheet, his/her

⁶ Bagas Pratama, *Surat Lamaran Kerja/ Application Letter*, (Jakarta: Pabelan, 1997), p. 12.

⁷ L. Gartside, *Model Business Letters Third Edition*, (UK: Pitma Publishing Limited, 1981), p.

curriculum vitae, containing full personal details and information on past experience, education and certificates or degrees, special qualifications, and possibly references. Application letter's applicant should be able to convince the head of a company, agency, organization or government department that applicant is the right and necessary. Application letter is expression of the application willing to work at the company or biros are interested by applicant.⁸

Based on the explanations above, the researcher can concluded that an application letter is one of the business letters where the main purpose of the application letter is to get a job, which try to offer service, knowledge, experience, skill and his/her privacy. At the application letter is written by writer, that hope the people reads the letter will interest to skill, capable, knowledge, experience that offered. So, the reader will get the positive impression about it, and has willing to replay the letter, and give a chance to interview.

There are some important point in English writing application letter, they are general format of application letter, types of letter, and the principles in writing application letter.⁹ These importance of English writing application letter will be explained in the following paragraphs.

⁸ Bagas Pratama, *Op.Cit.*, p. 12.

⁹ Heni Subagyo, *Surat Menyurat*, (Surabaya: Amelia, 1997) p. 62.

a. General Format of Application Letter

Letter is communication device that use written language upon a sheet of paper, shaped preceding epoch letter very simple. Writing, material or way transfers it also very simple, but then correspondence progress despite have a lot of is reached but letter individuality as communication device appealed by immanent another communication device, this following general format of application letters:

1. Letterheads

The letterhead expresses a firm's personality. It helps to form one's impression of the writer's firm. Because of this, many firms engage experts to design attractive notepaper headings. Styles vary considerably, but they all give similar information and besides the name and address of the firm include telephone numbers, telegraphic addresses, the telegraphic codes used, if any and state the kind of business carried on if this is not clear from the firm's name.

Letterhead points out its official one letter. Therefore, don't utilizing letter blank on duty the favor person. Letter on duty that comprise of more than one sheet, just page it first that uses paper to get letterhead, meanwhile sheet that any other use notes paper get letterhead. In term such, cut letter ought to being done by all the best so not happening that page texting to load shell only.

2. Place name and Date Of

Place name points out that letter place is written. This place name be not been written if letter blank that is utilized is blank official letter one that loads letterhead. Typed letter dated at left up (full straight form) or right on (semi form straight and Indonesian), or right beside bottom. Letter dated points out that letter dated is transferred, not inscriptive date letter. This date of is added after immediate that letter signature by official or party in charge. This date of functioning to know deadline and sooner or later thing working out that is questioned in that letter. Date of

advisable wrote by not abridged but with comprehensive font and be not been ended up with dot sign.

Example:

7th April 2002		7 - 4 2002
1st October 2003	NOT	Oct 1. 2003
31st January 2004		31st January ' 04

3. Number

Official letter does ever be given:

- a. Letter ordinal those are sent (outward letter);
- b. Codes; and
- c. Years

Example:

No.: 200 / diklat 1 / 2004.

Letter number is typed one lining with date of, moon, and year. Utilized letter number is subject to be;

- a. Make easy to manage storage;
- b. Make easy to look for back;
- c. Know how much letters that sticking out;
- d. Hasten correspondence working outs; and
- e. Make easy officer.

Number and letter dated points out when that letter is sent, are not when is that letter is typed.

4. Attachment

Attachment points out something that is attached stands up with that letter, e.g. decree, health bank statement of doctor. Writing says "Number" and "Attachment" may be abbreviated, but has done religiously ground. If "Number" abridged "No.", "Attachment" also shall be abbreviated "Lamp." If wants to be written fledged, both has to be written fledged. Writing foots up attachment ought to be written by font if number just a or two word, but then, if number is more than two.

5. Thing/ Matter

Thing/ matter points out to fill or short fundamental letter. Therefore letter reader can know problem what does be set down deep letter that. If no that is included, say "Attachment" not necessarily been set down.

6. Mailing address

There is two mailing address kinds, which is address in (on page letter) and outer address (on envelope).

This address is written with neither ended up by sign read whatever. Address in respectively names;

- a. Person name / responsible positions;

- b. Names place and house number / building;
- c. City names

7. Regards opener

Regards opener constitutes consigner regard sign letter before it “speaking ” in write. In opener greeting official letter that ordinary utilized by it “ Courtly,”. Its writing ended up by comma and wrote by not abridged.

8. Letter content (body)

Letter content in a general way consisting three things, which is uncovering, content that most verily and shell. Beneficent uncovering for giving and noising about reader to letter subject. Example: “As subjective as with date your letter ... ”, “We here with passes on”

9. Regards shell

Regards shell comprise of:

- a. Responsible position names;
- b. Signatures;
- c. Names a moon;
- d. Officer's numbers.

Regards two spaced typed shell rows of shell sentences. In official letter that don't formal can used by closing greeting, Example: “Yours affectionately,” “Your sincerely,” or “ Was regards,.”

Example:

Your sincerely,
CandraSakti, M.M.
Director Marketing

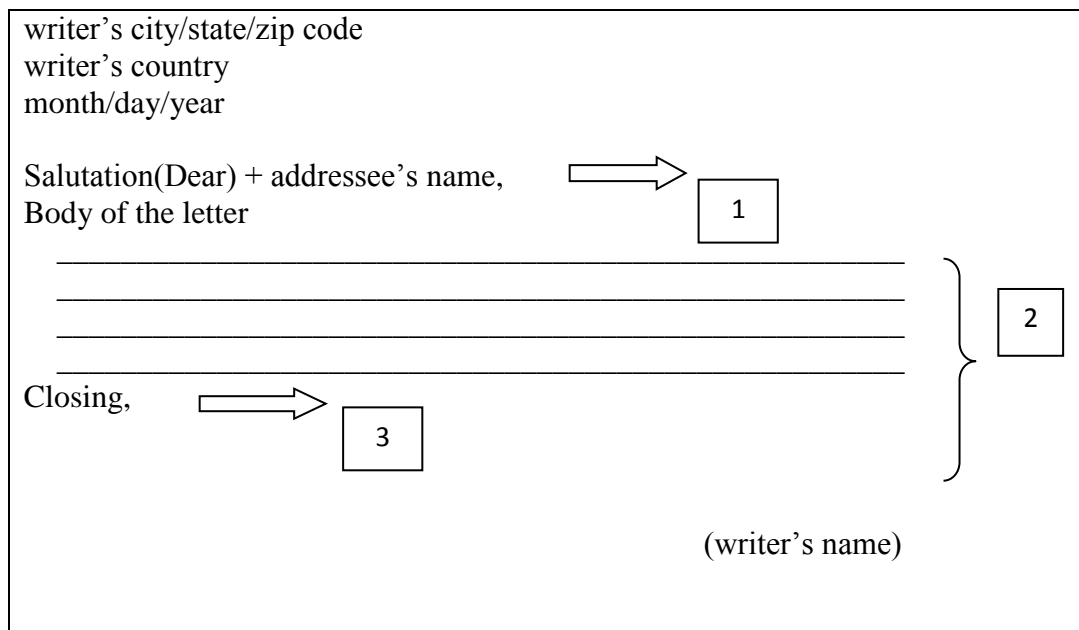
10. C.c.

C.c. (c.c.= carbon copy) made if letter content that is sent to party that is wended (original) need acknowledged by other parties that in reference to that letter. C.c. is written at bottom left, out of wind onto with number, thing, and attachment, one row with NIP or the other number. C.c. is written message corresponds to, to increase pertinent institution responsible position. On c.c. not necessarily being written by Yth.'s expression, or greeting word as Sdr., Father, or Mother.¹⁰

¹⁰ Slamet Riyanto, *Op.Cit.*,p. 9-11.

Then, according to Anna Maria Malkoc for models letter in the book *Letter Writing in English for Social and Business Letter* are as following:¹¹

Example of general format of application letters



Notes:

1) Salutation, salutation are placed on the left margin.

As general rule, when the writer knows the addressee well and is on a “first time” basis(that is, if they call each other by first name informally), the

¹¹ Anna Maria Malkoc, *Letter Writing in English*, (Washington D.C: U.S Information Agency, 2000), p. 3.

writer begins an informal social letter with *Dear* followed by the addressee's first or given name:

Example: *Dear John, Dear Mary*, etc.

For formal social letters and business letters, however, the salutation *Dear* is followed by the addressee's title and family name:

Example: *Dear Mr. Smithson, Dear Dr. Jones*, etc.

In business letter salutation, the reader may also note other forms.

For example: *Dear Publisher, Dear Editor, Dear Reader, Dear Colleague*, etc. This avoids the use of *Dear Sir* and *Gentlemen*, which are now outdated as they assume all readers are male, and overlook the growing number of women in the business world today.

- 2) Body of the letter, the letter itself may also begin exactly on the left margin, directly under the salutation, or it may be indented five space to the right, the traditional signal for a new paragraph in English. If you prefer not to indent for each new paragraph, you should leave an extra space between paragraphs.

- 3) Closing signature, the closing and signature at the end of letter are usually spaced from the right margin and aligned under the address and date that appear in the upper right-hand corner.

Example of Model Envelope letters:¹²

Writer's full name	STAMP
Writer's street address	
Writer's city/state/zipcode	
Writer's country	
(title)addressee's full name	
Addressee's street address	
Writer's city/state/zip code	
Writer's country	

b. Types of Letter

Business letter is letter that right usually been utilized by men that its work gets to struggle at area carries on business commerce, firm or individual as entrepreneur etc., in other words business letter is broadest letter its scope than personal letter. Business letter is as follows:¹³ Offers bespoke letter, Letter of intent, Invoice, Voucher letter, Price list letter, Letter of travel or notice goods

¹² *Ibid.*, p. 4.

¹³ Heni Subagyo, *Op.Cit.*, p. 64.

dispatch, Claim letter, Covering letter, Making known letter, Memoranda, and other. Generally, letter kinds can be distributed to three kinds, which is commerce letter, personal letter, and letter on duty. There are two types and example of mailings:

1. Commerce Letters/Business Letters

There are some model of business letters:¹⁴

- a. ACKNOWLEDGMENT (Receipt of contract)
- b. ACKNOWLEDGMENT (Receipt of package)

Example:

- a. ACKNOWLEDGMENT (Receipt of contract)

9/15/88
 ABC Corporation
 123 Long Street
 Bigtown, CA 88888

Dear Director:

This is to acknowledge receipt of the housing contract that I requested.

Thank you for your promptness.

Your truly,
 Thomas R. Hood

Thomas R.Hood Associates
 Fourth and Pine Street
 Los Angels, CA 88888

¹⁴ Anna Maria Malkoc, *Op.Cit.*, p.16

b. ACKNOWLEDGMENT (Receipt of package)

9/15/88
Prof. Louis Green
Dept.of English
Idaho State College
Boise, ID 99999

Dear prof. Green:
Thank you for sending the book parcel. It arrived safety and is in good condition.

We appreciate your care and consideration and look forward to hearing from you again.

A.B. Springer

A.B. Springer
Rockway Apartments
Northown, MT 22222

2. Personal Letter

Personal letter constitutes letter that made by someone on behalf its own one is attributed to institution or official body that is attributed to firm, severally samples of official personal letter: Job application letter, Letter of license, Letter of application, Making known letter and other.

APPLICATION (Job)¹⁵

930 Lewis Street

Chicago, IL

60609

September 15, 1988

Data Control International
111 Morris lane
Kankakee, IL 60609

Dear Ms. Boswell:

I would like to apply for the position of assistant computer programmer as advertised in the September 14, 1988 Chicago *Daily News*. I feel that I am especially qualified, and would appreciate your sending me an application from.

Please send me application to the address above. Thank you for your help.

Sincerely yours,

Maxell Taylor

c. The Principles in Writing Application Letter

Letter is a medium to pass on information in write of side the one to on one's side other. Information in letter can as notice, statement, requisition, reporting, thinking, expostulation, etc. That communication via letter is assessed effective, therefore content or letter intention shall brightness and be clear, and doesn't evoke mean amiss on one's side receiver. The effect writes letter

¹⁵ Anna Maria Malkoc, *Op.Cit.*, p.17.

marginally be classified as three kinds, which is: passing on information to letter reader, getting comment of letter reader about letter content, want to get comment and passes on information to letter reader.¹⁶ There are seven principles to be followed in making a job application letter to things to consider in writing application letter as follows:

1. Neatness

The letter will be readable and presentable to the eye. Many job application letter that had to be thrown in the trash because it looks ugly letter. Your letter is a reflection of your personality.

2. Clearness

Tell your leadership candidate who you are, age, nationality, religion, education, and experience. Thus, your employer will have a clear picture of yourself.

Whenever possible, avoid misunderstandings. Who knows applicant is the person sought by an agency or company.

3. Conciseness

The letter not too long. Only a few entrepreneurs who has time to read a long letter. Give important information about yourself as effectively as possible.

4. Human Interest

Tell your leaders about life, goals and dreams with the right words.

5. Cooperation

Don't ask for a job, but have the chance to prove expertise. Demonstrate to the company that you do not just ask, but it also gives.

6. Courtesy

Be polite. Write down application letter with words or phrases that friendly.

¹⁶ STMIK TEKNOKRAT, *Lembaga Pendidikan Bisnis Manajemen*, (Bandar Lampung: STMIK Press, 2006), p.2

7. References

References is a list of names of people who because of their capacity to provide recommendations on the ability of a person. References are usually written in curriculum vitae.¹⁷

B. Review of Related Findings

Many research are talking about students' writing ability and there are some researcher that have been used in english writing application letter. Related to this research, some researches had been done as follow:

First, Fitriani Nasution had done research in State Institute of Islamic Studies (STAIN) Padangsidempuan with the title "An Analysis on Students' Ability in Writing Application Letters at Grade XI Secretary Class SMK Negeri 1 Sipirok". After analyzing the data, She was gotten that the analysis students' ability in writing application letter at grade XI secretary class SMK Negeri 1 Sipirok can be categorized enough. It can be known from the calculating that the students' ability in writing application letter at grade XI secretary class SMK Negeri 1 Sipirok was 52.63%.¹⁸

Second, The researcher's name is Budi Parlindungan with the title "The Correlation Between Punctuation Mastery and Writing Letter Mastery to the Grade IX Students of SMP Negeri 1 Lembah Sorik Marapi in 2010-2011 Academic Year". In this case he concluded the ability the grade IX students of

¹⁷ Bagas Pratama, *Op.Cit.*, p. 19.

¹⁸ Fitriani Nasution, *An Analysis on Students' Ability in Writing Application Letters at Grade XI Secretary Class SMK Negeri 1 Sipirok*, (Unpublished Thesis), (Padangsidempuan: STAIN Padangsidempuan, 2013), p. 44

SMP Negeri 1 Lembah Sorik Marapi in 2010-2011 academic year in writing letter mastery is also enough namely, because the sum of their score were 650 and the mean score of the students' writing mastery were 60.83.¹⁹

Third, Santi Suriani had done research in Islamic University of Riau, Pekanbaru with the title "A study on students' ability in writing application letter on the second year at SMK Muhammadiyah 02 Pekanbaru". Based on the result of the data analysis, she was found the calculating that students' ability in writing application letter on the second year at SMK Muhammadiyah 02 Pekanbaru, 59,9% of the students' were in good level (10 persons). 26,3% of the students' were in the average level (16 persons). 42,1% of the students' were in the poor level (8 persons). 21,1% of students' were in the very poor level (2 persons). So, the researcher found that the result can be categorized average level.²⁰

Based on the descriptions above, the researcher hopes that can examine and describe the students' ability in english writing application letter and complete the previous research. So, the reseacrher conducted the research through the title "The Students' Ability in English Writing Application Letter at Grade XI Administrasi Perkantoran Class SMK Negeri 1 Panyabungan."

¹⁹ Budi Parlindungan, *The Correlation Between Punctuation Mastery and Writing Letter Mastery to the Grade IX Students of SMP Negeri 1 Lembah Sorik Marapi in 2010-2011 Academic Year*, (Unpublished Thesis), (Padangsidempuan: UMTS Press, 2011), p. 61.

²⁰ Siti Suriani, *A study on students' ability in writing application letter on the second year at SMK Muhammadiyah 02 Pekanbaru*, (Published Thesis), (Pekanbaru: Islamic University of Riau, 2010), p. 41.

C. Hypothesis of Research

The hypothesis has purpose to answer a certain specific question. According to L.R. Gay says, “A hypothesis is a tentative prediction result of the research findings.”²¹ While according to Suharsimi Arikunto, hypothesis is a provisional answer of result problem in a research.²² So, it can be said that hypothesis is provisional answer of prediction result in a research. Based on the background of problems, the hypothesis of research is the students’ ability in English writing application letter at grade XI Administrasi Perkantoran class SMK Negeri 1 Panyabungan was enough ability.

D. Conceptual Framework

Application letter is very important, especially for Vocational School. Application letter is one of the business letter where the main purpose of the application letter is to get a job. The application letter is the principal means used by a business firm to keep in touch with its customers; often enough it is the only one and customers from their impression of the firm from the tone and quality of the letters it sends out. Good-quality paper and an attractive letter-head play their part in this, but they are less important than message they carry.

²¹ L.R. Gay and Peter Airasian, *Educational Research for Analysis and Application*, (America: Prentice Hall, 1992), p. 71

²² Suharsimi Arikunto, *Dasar-dasar Evaluasi Pendidikan*, (Jakarta: PT. Rineka Cipta, 2006), p.110

Application letter does not call for the elegant language of the poet, but it does require us to express ourselves accurately in plain language that is clear and readily understood. Application letter is one of material English Language and very important at vocational education. Each expected student can write letter and applied it in learning and its life. Thus, the researcher assumes that with many gnostic about application letter. So, in this research the researcher was to examine the students' ability in English writing application letter.

CHAPTER III

RESEARCH METHODOLOGY

A. The Location and Schedule of Research

This research had been done at the grade XI Administrasi Perkantoran class SMK Negeri 1 Panyabungan. It is located at Aek Galoga, Panyabungan. The schedule of the research was from December 19th, 2015 until April 30th, 2016. The researcher collected the data from April 25th, 2016 until April 27th, 2016.

B. The Research Design

The kind of this research is quantitative research by using descriptive method. According to L.R. Gay and Airasian, quantitative descriptive method is a method which describes condition of the present time naturally, descriptive is carried out to obtain information about the references, attitudes, practices or interest some groups of people.¹

Next, Muhammad Natsir said that metode deskriptif adalah suatu metode observasi terhadap status seseorang atau sekelompok orang, objek, sistem, pemikiran atau peristiwa yang terjadi (descriptive method is a method observes the status of a group person, an object, a system, a thought or an event in present).² So, descriptive method which is carried out in order to

¹ L. R. Gay and Peter Airasian, *Educational Research Competencies for Analysis and Application*, (USA: New Jeney, 2000), p.275.

² Muhammad Natsir, *Metode Penelitian*, (Jakarta: PT. RajaGrafindo Persada, 2003), p. 83

make the description about situation and condition. From the explanation above, the researcher concluded that quantitative descriptive methods. It means describing all of about references naturally.

Based on the explanation above, this research examined about the Students' Ability in English Writing Application Letter at Grade XI Administrasi Perkantoran Class at SMK Negeri 1 Panyabungan. So, the researcher used a field research.

C. The Population and Sample

1. Population

According to Suharsimi Arikunto, "Population is all of the subject of research". The same thing also delivered by Sumanto that population is all of the subject in region research that is made into the subject of research.³ It means the population of this research is the whole of the students at grade XI Administrasi Perkantoran class at SMK Negeri 1 Panyabungan.

The population of research consist of 1 class with 37 students. It can be seen from the table below:

Table I
The population of the grade XI students of Administrasi Perkantoran class at SMK Negeri 1 Panyabungan

No.	Class	Total Students
1	XI	37
Total of Students		37

³Sumanto, *Teori dan Aplikasi Metode Penelitian*, (Jakarta: CAPS, 2014), p. 159

2. Sample

According to Gay and Airasian said that sample is selected from a larger group which consist of the individuals, items or events and referred to as a population.⁴ It can be concluded that sample is a part of the population that used as the respondent of a research as presentative whole of population. Besides that, Saifuddin Azwar, sampel adalah sebagian dari populasi (sample is a part of population).⁵ According to Suharsimi Arikunto, “Maka apabila subjeknya kurang dari 100, lebih baik diambil semua sehingga penelitiannya merupakan penelitian populasi. Selanjutnya, jika subjeknya besar diambil antara 10-15% atau 20-25% atau lebih tergantung kemampuan peneliti dari berbagai macam segi.”⁶

It means when subject less than 100, it is better to take all of the subject. Then, if the subject is more than 100, the sample can be for about 10-15% or 20-25% or more, appropriate with the researcher ability. Because population of grade XI Administrasi Perkantoran class at SMK Negeri 1 Panyabungan 37 students. So, the researcher takes all of the population as the sample, namely: 37 students are the sample of this research.

⁴ L. R. Gay and Peter Airasian, *Op.Cit.*, p. 123.

⁵ Saifuddin Azwar, *Metode Penelitian*, (Yogyakarta: Pustaka Pelajaran, 2004), p. 79

⁶ Suharsimi Arikunto, *Prosedur Penelitian Suatu Pendekatan Praktek*, (Jakarta: Rineka Cipta, 2002), p.72

D. The Technique of Collecting Data

In order to answer the research problem has been formulated, the researcher need the data and in order to get the data need the instrument in this case the research applied test the students' ability in english writing application letter.

The instument is very important to support every researcher. The researcher made test as the instrument to collect the data of students' ability in english writing application letter. The researcher chose test the students' ability in english writing application letter to take data, it was 7 items. The test has given to the eleventh grade students' Administrasi Perkantoran class at SMK Negeri 1 Panyabungan, which the indicator and lattices as follows:

1. The questions number 1, the researcher ask the students to chose one of two advertisements example on hand.
2. The questions number 2, the researcher asks the students to make the letterhead, place name and date, inside address, salutation, letter content (body of the letter), complimentary closure, and regard shell include the signature based the examples of advertisment above.
3. Every item does not have same score. Based on the purpose of teaching learning in Paedagogic assumstion, ability of domination of items and doing the certain duty more majored. Then, based on the criteria or difficulties level of test in makes items of writing

application letter.⁷ So, the researcher give a score of every items, there are: The letterhead has score is 15, the place name and date has score is 10, the inside address has score is 15, the salutation has score is 10, the body of the letter has score is 30, the complimentary closure has score is 10, and the signature has score is 10. While the nothing of answers not give a score (0 score). So, total score of all items are 100.

In making an application letter, the students' writing should be appropriate to the outline of letter as the researcher explain above. So, the lattices will be used by the researcher as the following:

Table II
The Lattices of English Writing Application Letter

Indicators	Score
Aspects of Writing Application Letter:	
1. Letterhead	15
2. Place Name and Date	10
3. Inside Address	15
4. Salutation	10
5. Body of the Letter	30
6. Complimentary Closure	10
7. Regard Shell (Signature)	10
Total Score	100

E. The Test Validity

According to Suharsimi Arikunto, Validity is a measurement that shows valid level an instrument.⁸ In addition, Anas Sudjiono said that Validity

⁷Chabib Thoha, *Teknik Evaluasi Pendidikan*, (Jakarta: PT. RajaGrafindo Persada, 1996), p. 86

⁸Suharsimi Arikunto, *Op.Cit.*, p. 168.

is a characteristic of the good test.⁹ The researcher used content validity to establish the validity of the instrument, that is test. The researcher took content validity as the instrument because content validity refers to the extent to which instrument represents the content of interest. In order to have content validity, a measure must adequately sample both the topics and the cognitive process includes in the content universe under consideration.¹⁰ In this case the researcher used Subjective test. There were the Essay test.

In applying the research, the researcher has validated essay test. The test means to measure the items of the test comprehensively. In this case, because the test function is to measure the students' ability in english writing application letter. So, the researcher used essay test. The essay test is suitable to test students' ability in english writing application letter. It can make students easier to english write application letter. This process of analysis is showed the content validity of the test. In other words, the researcher concluded that the essay test has been valid. The validation was done by checked the test to the expert person. She is the English teacher of grade XI Administrasi Perkantoran class SMK Negeri 1 Panyabungan. She said that the test has been available for the students. Thus, the test has been also signed by the English teacher and legalized by Headmaster of SMK Negeri 1 Panyabungan.

⁹ Anas Sudjiono, *Pengantar Evaluasi Pendidikan*, (Jakarta: PT. RajaGrafindo Persada, 2013), p.163.

¹⁰ *Ibid*, p.164.

F. The Technique of Analyzing Data

After collecting their answer, the researcher analyzed the result of the test with mean score. The average scores of students are interpreted in descriptive data with the formula as follows:

$$M = \frac{\sum X}{n}$$

Notes:

M : Mean score (average)

$\sum X$: Total of the result

n : Sum of respondents¹¹

After the researcher got the data, it has been presented in frequency table as follows:

Table III
The Classifications Quality of the Students' Score

No	Percentage	Criteria
1	0% - 20%	Very low
2	21% - 40%	Low
3	41% - 60%	Enough
4	61% - 80%	High
5	81% - 100%	Very high ¹²

¹¹Anas Sudjiono, *Pengantar Statistik Pendidikan*, (Jakarta: PT. RajaGrafindo Persada, 1987), p. 81

¹² Riduan, *Belajar Mudah Penelitian Untuk-Karyawan dan Penelitian Pemula*, (Bandung: Alfabeta, 2005), p. 89.

After the researcher found the mean scores of all students, it has been presented to the criteria as follows:

1. If the value mean score 0-20, it can be categorized very low ability.
2. If the value mean score 21-40, it can be categorized low ability.
3. If the value mean score 41-60, it can be categorized enough ability.
4. If the value of mean score is 61-80, it can be categorized into high ability.
5. If the value of mean score is 81-100, it can be categorized into very high ability.

Then, to test the hypothesis, researcher used the formula as follow:

Z- Test.

$$Z = \frac{\frac{x}{n} - p}{\sqrt{\frac{p(1-p)}{n}}}$$

Notes:

x : Data that includes hypothesis categories

n : All of data

p : Hypothesis proportion

When $Z_{\text{count}} > Z_{\text{tabel}}$ the hypothesis accepted.¹³

¹³Ahmad Nizar Rangkuti, *Statistik Penelitian Pendidikan*, (Medan: Perdana Mulya Sarana, 2014), p. 80.

CHAPTER IV

ANALYSIS OF THE DATA

A. Description of Data

To understand this research easily, it was described based only one variable. There were English writing application letter and also was continued to the testing hypothesis. In description of result English writing application letter the researcher had given test about writing letter. The researcher used the instrument to collect the data. It is the essay test about English writing application letter and consist of 7 items.

The researcher had given test about English writing application letter to 37 students. From the 37 students, score 75 were 2 students, score 70 was 1 student, score 60 were 13 students, score 50 were 9 students, score 40 were 10 students, and score 35 were 2 students. See appendix 5.

The test score become the data that was needed to test hypothesis, the data are tabulated as follow:

Table IV
The Resume of Variable Score of English Writing Application Letter

No.	Statistic	Variable
1	High score	75
2	Low score	35
3	Mean score	51.622
4	Median	53.556
5	Modus	62.5

From the table above, it was known the high score of variable of english writing application letter had been searched by 37 students based on the total of sample research were high score 75 and low score 35, mean score 51.622, median 53.556, and modus 62.5. See appendix 6.

Based on the calculation means score above 51.622. So, the students' ability in english writing application letter was enough ability. It is can be known from the table interpretation mean score in chapter III. To know relevation of the data was done to grouped the variable score of writing application letter which interval 7.

Table V
Frequency Distribution of English Writing Application Letter

Interval Class	Frequency Absolute	Frequency Relative
35-41	3	8.10%
42-48	0	0%
49-55	13	35.1%
56-62	9	24.3%
63-69	0	0%
70-76	12	34.4%
$i = 7$	37	100%

From the table frequency distribution above shown that the students' score there were class interval between 35-41 were 3 students (8.10%), class interval 42-48 was 0 students (0%), class interval 49-55 were 13 students (35.1%), class interval 56-62 were 9 students (24.3%), class interval 63-69 was 0 students (0%), the last class interval 70-76 were 12 students (34.4%).

Based on the table, it can be drawn at histogram as below:

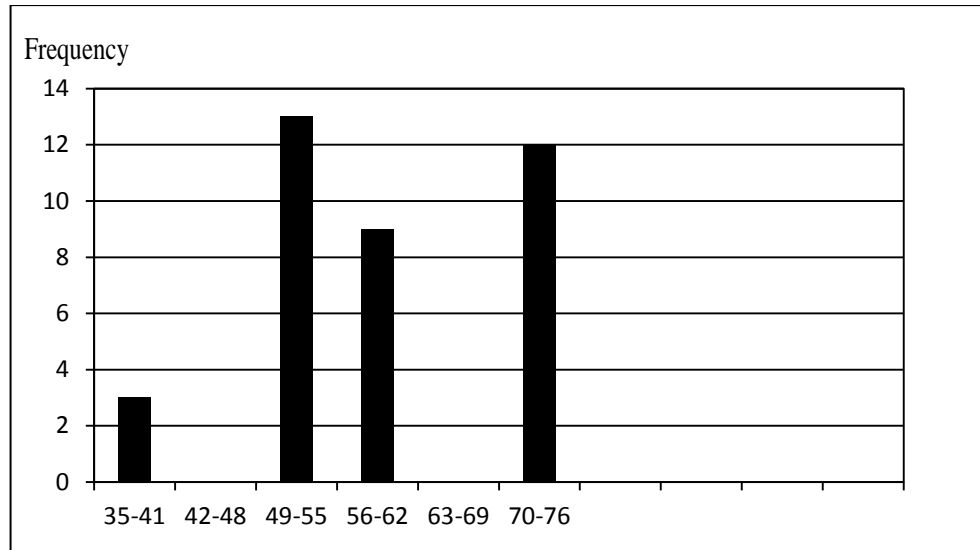


Figure 1 : The Histogram of The Students' Ability in English Writing Application Letters at Grade XI Administrasi Perkantoran Class SMK Negeri 1 Panyabungan

From the diagram above, the highest score was class interval between 49-55 in the thirteenth frequency and the lowest score was class interval between 42-48 and 63-69 in the zero frequency.

B. Hypothesis Testing

The hypothesis of research was "The students' ability in english writing application letter at grade XI Administrasi Perkantoran class SMK Negeri 1 Panyabungan" are enough ability. Based on the data collected, the data has been analyzed to prove hypothesis by using formula of Z-test. It can be seen $Z_{count} = 2.403 > Z_{tabel} = 1.96$ by level of significance 0.05. So, from

the result above the researcher concludes that the hypothesis accepted. See appendix 7.

So, the students' ability in English writing application letter at grade XI Administrasi Perkantoran class SMK Negeri 1 Panyabungan are enough ability.

C. Discussion

The result of this research which the title "The Students' Ability in English Writing Application Letter at Grade XI Administrasi Perkantoran Class SMK Negeri 1 Panyabungan" can be categorized into enough ability (51.622). This category between with the researcher before that had been researched the first by Fitriani Nasution had done research in State Institute of Islamic Studies (STAIN) Padangsidempuan with the title "An Analysis on Students' Ability in Writing Application Letters at Grade XI Secretary Class SMK Negeri 1 Sipirok". After analyzing the data, she was gotten that the analysis students' ability in writing application letter at grade XI secretary class SMK Negeri 1 Sipirok can be categorized enough. It can be known from the calculating that the students' ability in writing application letter at grade XI secretary class SMK Negeri 1 Sipirok was 52.63%.¹

Thus, the researcher's name is Budi Parlindungan with the title "The Correlation Between Punctuation Mastery and Writing Letter Mastery to the

¹ Fitriani Naution, *An Analysis on Students' Ability in Writing Application Letters at Grade XI Secretary Class SMK Negeri 1 Sipirok*, (Unpublished Thesis), (Padangsidempuan: STAIN Padangsidempuan, 2013), p. 44

Grade IX Students of SMP Negeri 1 Lembah Sorik Marapi in 2010-2011 Academic Year”.² In this case, he concluded the ability the grade IX students of SMP Negeri 1 Lembah Sorik Marapi in 2010-2011 academic year in writing letter mastery is also enough namely, because the sum of their score were 650 and the mean score of the students’ writing mastery were 60.83.

The next researcher, Santi Suriani had done research in Islamic University of Riau, Pekanbaru with the title “A study on students’ ability in writing application letter on the second year at SMK Muhammadiyah 02 Pekanbaru”. Based on the result of the data analysis, she was found the calculating that students’ ability in writing application letter on the second year at SMK Muhammadiyah 02 Pekanbaru, 59,9% of the students’ were in good level (10 persons). 26,3% of the students’ were in the average level (16 persons). 42,1% of the students’ were in the poor level (8 persons). 21,1% of students’ were in the very poor level (2 persons). So, the researcher found that the result can be categorized average level.³

D. The Threats of the Research

In this research, the researcher believed that there were many threats of the researcher. It started from the titled until the technique of analyzing data.

So, the researcher knew that it was so far from excellence thesis.

² Budi Parlindungan, *The Correlation Between Punctuation Mastery and Writing Letter Mastery to the Grade IX Students of SMP Negeri 1 Lembah Sorik Marapi in 2010-2011 Academic Year*, (Unpublished Thesis), (Padangsidempuan: UMTS Press, 2011), p. 61.

³Siti Suriani, *A study on students’ ability in writing application letter on the second year at SMK Muhammadiyah 02 Pekanbaru*, (Published Thesis), (Pekanbaru: Islamic University of Riau, 2010), p. 41

On doing the test, there were the threats of time, because the students had activities. Besides, the time which was given to the students was not enough. Then, the students did not do the test seriously. So, the researcher looked at the answers directly without care about it.

The researcher was aware that all the things which would want to be searched but to get the excellent result from the research were more difficult because there were threats to the writer, the researcher, the help from the entire advisers, headmaster and English teachers.

CHAPTER V

CONCLUSIONS AND SUGGESTIONS

A. Conclusions

After analyzing and describing the data on “The Students’ Ability in English Writing Application Letter at Grade XI Administrasi Perkantoran Class SMK Negeri 1 Panyabungan” the researcher gave conclusion as follow: “The Students’ Ability in English Writing Application Letter at Grade XI Administrasi Perkantoran Class SMK Negeri 1 Panyabungan are categorized into enough ability (51.662)”. Then, the hypothesis was accepted by using Z-test. Because $Z_{count} = 2.403 > Z_{tabel} = 1.96$.

B. Suggestions

After formulating the conclusions the researcher wanted to give the suggestions concern with the result of this research. It could be seen as below:

1. As an input for the English teachers of SMK Negeri 1 Panyabungan, especially to English teacher in Administrasi Perkantoran class of SMK Negeri 1 Panyabungan, to motivate the students to increase their ability in learning writing application letters.
2. As an input for the Headmaster for guiding English teachers and increase the quantity and quality of English teachers in teaching and learning process of SMK Negeri 1 Panyabungan.

3. As an input for the readers, especially to learners more increase their knowledge in English writing application letter.

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CURRICULUM VITAE



A. Identity

Name : AHMAD SUAIDI
Nim : 11 340 0045
Place and Birthday : Hutnamale, 18th July 1991
Sex : Male
Religion : Moslem
Address : Desa Huta Baru, Kecamatan Puncak Sorik Marapi,
Mandailing
Natal

B. Parents

1. Father's name : Syamsuddin Nasution
2. Mother's name : Nelmi

C. Educational Background

1. Elementary School : SD Negeri 145614 Huta Lombang
Mandailing Natal (2005)
2. Junior High School : SMP Negeri 2 Tambangan (2008)
3. Senior High School : SMK Negeri 1 Panyabungan (2011)
4. Institute : IAIN Padangsidimpuan (2017)

Appendix 1

TEST WRITING APPLICATION LETTER

A. Pengantar

1. Instrument ini hanya bertujuan untuk menjaring data dari siswa/i tentang Writing Application Letter.
2. Jawaban anda tidak mempengaruhi kedudukan anda di sekolah ini.
3. Jawaban anda akan dijaga kerahasiaannya.

B. Petunjuk

1. Bacalah pertanyaan secara seksama!
2. Kerjakanlah soal sesuai dengan petunjuk!
3. Apabila ada pertanyaan yang kurang jelas, tanyakan langsung kepada pengawas.
4. Waktu yang tersedia 60 menit.

C. Soal

1. Pilih salah satu diantara 2 contoh iklan dibawah ini!

Iklan 1

JOB OPPORTUNITY IN JAKARTA

Our Client, PDC-TAMWEEN is a Prestigious Catering Co. in Jakarta urgently requires:

- 20 Service Crew (Female) - 12 Cleaners (Male)
- 10 Service Crew (Male) - 10 Cleaners (Female)
- 5 Catering Supervisor - 2 Barista/Coffee Maker
- 4 Kitchen Helper - 6 Chef

You should speak fair English, age max 35 years old, and with 2 years related working experience. Fresh graduates are also welcomed.

WALK-IN INTERVIEW WITH OUR CLIENT

ON 25th July - 2nd August 2016 AT 09.00-15.00

PT. MARDEL ANUGERAH INT'L (Lic.94/MEN/IV/08)

Jl. Raya Pondok Kopi F1 No.3 Pondok Kopi, Jak-Tim, 021-8628476

Terjemahan

PELUANG PEKERJAAN DI JAKARTA

Klien Kami, PDC-TAMWEEN adalah sebuah perusahaan catering bergengsi di Jakarta sangat membutuhkan:

- 20 Kru Service (Wanita)
- 10 Kru Services (Pria)
- 5 Pengawas Katering
- 4 Pembantu Dapur
- 12 Tenaga Kebersihan (Pria)
- 10 Tenaga Kebersihan (Wanita)
- 2 Barista/Pembuat Kopi
- 6 Juru Masak

Anda harus dapat berbicara bahasa Inggris minimal cukup, usia maksimal 35 tahun, dan dengan 2 tahun pengalaman kerja terkait. Lulusan baru juga diterima dengan baik.

**DATANG DAN LANGSUNG WAWANCARA DENGAN KLIEN KAMI
PADA TANGGAL 25 July - 2 August 2016 AT 09.00-15.00**

PT. MARDEL ANUGERAH INT'L (Lic.94/MEN/IV/08)

Jl. Raya Pondok Kopi F1 No.3 Pondok Kopi, Jak-Tim, 021-8628476

Iklan 2

CAREER OPPORTUNITY

Jakarta Law Firm invites qualified individuals to apply for the position of: TRANSLATOR (Indonesian/English). Leading Jakarta Law firm requires a sworn translator to help our team translate legal documents from bahasa Indonesia to English. Generous benefits and flexible hours possible.

Only sworn, certified translators will be considered.

Please send your detailed comprehensive resume, including your organizational experience & achievement in campus & working field, not later than 10th August 2016, to:

GEDUNG ACC (HRD-RECRUIMENT)

Jl. T.B. Simatupang No 90, Jakarta Selatan – 12530

Please email to jktranslator@gmail.com

Terjemahan

KESEMPATAN KARIR

Biro Hukum Jakarta mengundang individu yang berkualitas untuk melamar posisi: PENERJEMAH (Indonesia/Inggris). Biro hukum terkemuka di Jakarta membutuhkan penerjemah tersumpah untuk membantu tim kami menerjemahkan dokumen hukum dari bahasa Indoensia ke bahasa Inggris. Honor besar dan jam yang fleksibel sangat memungkinkan.

Hanya penerjemah tersumpah, bersertifikat yang akan dipertimbangkan.

Silakan kirim resume lengkap Anda, termasuk pengalaman organisasi serta prestasi di kampus dan lapangan kerja, selambat-lambatnya 10 Agustus 2016, ke:

GEDUNG ACC (HRD-RECRUIMENT)

Jl. T.B. Simatupang No 90, Jakarta Selatan – 12530

Silahkan email ke jktranslator@gmail.com

2. Buatlah sebuah surat lamaran kerja berbahasa Inggris dengan contoh iklan yang anda pilih sesuai dengan format umum surat lamaran kerja:
 - a. Letterhead
 - b. Date
 - c. Inside Address
 - d. Salutation
 - e. Body of the Letter
 - f. Complimentary Closure
 - g. Signature

Appendix 2

The Key of Tests

Iklan I

Ahmad S.Nasution
Jl. Pelda Suryanta No. 19
Sihitang, Padangsidempuan
1st March 2013.

To Manager PRIME
PT. SENTOSA INT'L (Lic.94/MEN/IV/08)
Jl. Raya Pondok Kopi F1 No.5 Cendana,
Bali, 021-8628476

Dear Sir,

I would like to apply for the post as chef in your Prestigious Catering as advertised in the Kompas daily newspaper on 1st Februari 2013.

I am 22 years old and graduate from English Section STAIN Padangsidempuan 2015. Before applying this job, I worked in Restaurant of Pondok Hijau in Padangsidempuan from 2011 to 2012 as a chef. In addition, I can speak English very well.

I feel that I can meet the requirements you want. I can work individually or in a team. I'm looking forward to having an interview.

Yours Faithfully



Ahmad S. Nasution

Iklan II

F3H NST
Jl. Pelda Suryanta No. 19
Sihitang, Padangsidempuan
1st March 2013.

To Manager Jakarta Law Firm
GEDUNG ACC (HRD-RECRUIMENT)
Jl. T.B. Simatupang No. 90, Jakarta Selatan-12530
Email: jkttranslator@gmail.com

Dear Sir,

I would like to apply for the post as an translator (Indonesian/English) in your company as advertised in the Kompas daily newspaper on 1st Februari 2013.

I am 22 years old and graduate from English Section STAIN Padangsidempuan 2013. Before applying this job, I worked for PT. Media Pelita Agung in Padangsidempuan from 2011 to 2012. I can speak English very well. I am also can translate Indonesian-English and English-Indonesian.

I feel that I can meet the requirements you want. I can work individually or in a team. I'm looking forward to having an interview.

Yours Faithfully



Ahmad S.Nasution

LEMBAR VALIDITAS TEST

: SMK Negeri 1 Panyabungan

: XI Administrasi Perkantoran

: Bahasa Inggris

: Application Letters

: V = Valid

VR = Valid dengan Revisi

TV = Tidak Valid

Berikanlah tanda (√) pada kolom yang telah tersedia.

No	Soal	V	VR	TD
1	Analisis Letterhead sebuah surat lamaran kerja berbahasa Inggris dengan contoh iklan yang telah ditentukan sesuai dengan format umum surat lamaran kerja.	✓		
2	Analisis Date of letter sebuah surat lamaran kerja berbahasa Inggris dengan contoh iklan yang telah ditentukan sesuai dengan format umum surat lamaran kerja.	✓		
3	Analisis Inside Address of letter sebuah surat lamaran kerja berbahasa Inggris dengan contoh iklan yang telah ditentukan sesuai dengan format umum surat lamaran kerja.	✓		
4	Analisis Salutation of letter sebuah surat lamaran kerja berbahasa Inggris dengan contoh iklan yang telah ditentukan sesuai dengan format umum surat lamaran kerja.	✓		
5	Analisis Body of letter sebuah surat lamaran kerja berbahasa Inggris dengan contoh iklan yang telah ditentukan sesuai dengan format umum surat lamaran kerja.	✓		
6	Analisis Complimentary Closure of letter sebuah surat lamaran kerja berbahasa Inggris dengan contoh iklan yang telah ditentukan sesuai dengan format umum surat lamaran kerja.	✓		

Tuliskan Signature of letter sebuah surat lamaran kerja berbahasa Inggris dengan contoh iklan yang telah ditentukan sesuai dengan format umum surat lamaran kerja.

✓		
---	--	--

Contoh:

1. Gunakan waktu seefektif mungkin
2. Usahakan setiap siswa berlaku jujur dalam menjawab test.
3. Materi yang akan diujikan dalam penelitian ini telah sesuai dengan materi pembelajaran P. Inggris di kelas XI Adm. Perkantoran.

Panyabungan, 22 April 2016

Mengetahui,

Validator

H. Masdalifah Lubis, S.Pd
NIP. 19681103 199203 2 006

Researcher

Ahmad Suaidi
NIM. 11 340 0045

SURAT VALIDASI

Menyatakan bahwa saya yang bertanda tangan dibawah ini:

Nama : **Hj. Masdalifah Lubis S.Pd.**

Telah memberikan pengamatan dan masukan terhadap Instrumen Test Kemampuan Siswa untuk kelengkapan penelitian yang berjudul:

The Students' Ability in English Writing Application Letter at Grade XI Administrasi Perkantoran Class SMK Negeri 1 Panyabungan

yang disusun oleh:

Nama : Ahmad Suaidi

NIM : 11 340 0045

Fakultas : Tarbiyah dan Ilmu Keguruan

Jurusan : Tadris Bahasa Inggris

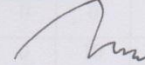
Selapun masukan yang telah saya berikan adalah sebagai berikut:

1. Materi yang akan di test kan pada siswa telah sesuai dengan materi pelajaran yang telah diajarkan.
2. Lakukan penelitian dengan sebaik mungkin.
3. Pastikan siswa menjawab test dengan jujur ketika test berlangsung untuk mendapatkan hasil yang akurat.

Dengan harapan, masukan dan penilaian yang saya berikan dapat digunakan untuk menyempurnakan dalam memperoleh kualitas Tes Kemampuan Kognitif siswa.

Panyabungan, 22 April 2016

Validator



Hj. Masdalifah Lubis, S.Pd

NIP. 19681103 199203 2 006

Appendix 5**The Score of Students' Ability in English Writing Application Letter**

No	Students ' Initial	Names of Items							Total
		L	D	IA	S	BL	CC	S	
1	AW	0	10	0	10	30	0	0	50
2	DS	0	0	0	10	30	0	0	40
3	DK	0	10	0	10	30	0	10	60
4	ES	0	10	0	10	30	0	10	60
5	EY	0	10	0	10	30	0	0	50
6	FWD	0	10	0	10	30	0	10	60
7	FH	15	10	0	0	0	0	10	35
8	IL	0	10	0	10	30	0	0	50
9	JA	0	0	10	0	30	0	0	40
10	KF	0	10	0	10	30	0	10	60
11	MY	0	10	0	10	30	0	10	60
12	M	0	10	0	10	30	0	10	60
13	MH	0	10	0	10	30	0	0	50
14	MYI	0	10	0	10	0	10	10	40
15	MI	0	10	0	10	30	0	0	50
16	MS	0	10	0	10	30	0	10	60
17	MA	15	10	0	0	0	0	10	35
18	NHS	0	10	0	10	30	0	10	60
19	NAF	0	10	0	10	30	0	0	50
20	NJ	0	10	0	10	30	0	0	50
21	NW	0	10	0	10	30	0	10	60
22	NWA	0	0	0	10	30	0	0	40
23	NK	0	0	0	10	30	0	0	40

24	PA	0	10	0	10	30	0	10	60
25	RR	15	10	0	10	30	10	0	75
26	RDK	0	10	0	10	0	10	10	40
27	RJ	0	10	0	10	30	0	0	50
28	RS	0	10	0	10	30	0	10	60
29	RD	0	10	0	10	30	0	10	60
30	RO	0	10	0	10	30	10	10	70
31	R	0	10	0	0	30	0	0	40
32	SK	0	10	0	10	30	0	0	50
33	SW	0	0	0	10	30	0	0	40
34	S	0	10	0	10	30	0	10	60
35	SM	0	0	0	10	30	0	0	40
36	YS	0	0	0	10	30	0	0	40
37	ZN	15	10	0	10	30	0	10	75

Aer Caloga
Jl. Suka ramai
April, 27th 2016

I would like to apply the pos as TRANSLATOR (Indonesia / English) in your company as advertised in the SINDO daily news people on 1st February 2016

I am years old 18 and alumni from SMK Negeri 1 Pangabungan. For the job, I work for PT. LUSANTARA in Jakarta Pusat from 14 January 2014. I can speak english very well. I am also can translate Indonesia and English Indonesia.

Thank you for attention.



To Alimul
ANBAR WATI

2010/05
Armani
77th 26

X Aek Galaga
Jln. Sukramai
X Thursday, 27 April 2


Like to APPLY the Pos S1 translatur (Indonesia / english)
daily has people on first February 2016.

18 years old and the from SMK N 1 Panjaburgan this job.

Dr. MATA MUNDUR in Panjaburgan from 2008-2015. I can speak english
well also can translate Indonesian / english and english / Indonesia

Thank you for attention ?

(40)

?

Dedy Suryadi NST

(2)

Aek Galaga
Jl. Suka Ramai
10 April, 27th 2016

I would like to apply for the pos as an translator (Indonesia / English), in
company as advertised in the Sindo daily newspaper on 1st February 2016.

I am 18 years old and graduate from SMK N 1 PANYABUNGAN 2012
I am applying this job. I work for PT. GEMILANG in Padang from 2013-2015.
I speak English very well. I am also translate Indonesia an English.
in Indonesia.

Thank you for your attention ? 0

65

Sincerely Yours

Desy

Desy Khairyan

Aek Galoga,
Jl. Suka ramai
26th April 2016

I would like to apply the post as TRANSLATOR (Indonesian / English)
as advertised in the SINDO daily newspaper on 1st February

I am 25 years old and graduated from SMK N1 PANYABUNGAN
for this job. I work for PT. ANUGRAH LANGKAT MAKMUR in Bandung
I can speak English very well. I am also can translate Indonesian-
English - Indonesian.

Can you give your attention.?

60

Sincerely yours
ERMINA SARI

20 Alex Galaga
Jl. Sukarimai
August 2nd, 2016

to apply the fox as an translator (Indonesian/english) in your a
in the newspaper at 1st august 2016.

Seventeen and graduation from SMK NEGERI 1 PANYABUNGAN.

2016. I work PT. ANUGERAH in Surabaya from 2001. I can speak english

also translate Indonesia english, english Indonesia.

for cooperation. 20

50

20 Elmy
Eva Yusra

Appendix 6

English Writing Application Letter

1. Maximal and minimum score were gotten by setting the variable from low score to high score.

35	35	40	40	40	40	40
40	40	40	40	40	50	50
50	50	50	50	50	50	50
60	60	60	60	60	60	60
60	60	60	60	60	60	70
75	75					

2. High Score = 75

3. Low Score = 35

4. Range = High Score – Low Score

$$= 75 - 35$$

$$= 40$$

5. The Total of Classes (BK) = $1 + 3.3 \log (N)$

$$= 1 + 3.3 \log (37)$$

$$= 1 + 3.3 (1.5682)$$

$$= 1 + 5.17506$$

$$= 6.1750 \text{ dibulatkan menjadi } 6$$

6. Interval (i) = $\frac{R}{BK} = \frac{40}{6} = 7$

7. Mean Score

$$M_x = \frac{\sum fx}{N}$$

No.	Interval	f	X	fx
1	70-76	3	73	219
2	63-69	0	66	0
3	56-62	13	59	767
4	49-55	9	52	468
5	42-48	0	45	0
6	35-41	12	38	456
i = 7		N= 37	-	$\sum fx = 1910$

$$M_x = \frac{\sum fx}{N} = \frac{1910}{37} = 51.622$$

8. Median

$$Mdn = l + \frac{\left(\frac{1}{2}N - fkb\right)}{fi} i$$

No.	Interval	f	fk _b	fk _a
1	70-76	3	37 (N)	3
2	63-69	0	34	3
3	56-62	13	34	16
4	49-55	9	21	25
5	42-48	0	12	25
6	35-41	12	12	37 (N)
i = 7		N= 37	-	-

$$\begin{aligned}
\text{Mdn} &= l + \frac{\left(\frac{1}{2}N - fkb\right)}{fi} i \\
&= 48.5 + \frac{(18.5 - 12) 7}{9} \\
&= 48.5 + \frac{(6.5) 7}{9} \\
&= 48.5 + \frac{(45.5)}{9} \\
&= 48.5 + (5.056) \\
&= 53.556
\end{aligned}$$

9. Modus

$$\text{Mo} = l + \left(\frac{fa}{fa+fb} \right) i$$

No.	Interval	f
1	70-76	3
2	63-69	0
3	56-62	13
4	49-55	9
5	42-48	0
6	35-41	12
i = 7		N= 37

$$\begin{aligned}
\text{Mo} &= l + \left(\frac{fa}{fa+fb} \right) i \\
&= 55.5 + \left(\frac{13}{13 + 0} \right) .7
\end{aligned}$$

$$= 55.5 + \left(\frac{13}{13} \right) \cdot 7$$

$$= 55.5 + \frac{91}{13}$$

$$= 55.5 + 7$$

$$= 62.5$$

10. Standar Deviasi (SD)

$$SD = i \sqrt{\frac{\sum fx'^2}{N} - \frac{(\sum fx')^2}{N}}$$

No.	Interval	f	x	x'	fx'	x' ²	fx' ²
1	70-76	3	73	+3	+9	9	27
2	63-69	0	66	+2	+0	4	0
3	56-62	13	59	+1	+13	1	13
4	49-55	9	52	0	0	0	0
5	42-48	0	45	-1	-0	1	0
6	35-41	12	38	-2	-24	4	48
i = 7		N = 37	-	-	$\sum fx' = -2$	-	$\sum fx'^2 = 88$

$$SD = i \sqrt{\frac{\sum fx'^2}{N} - \frac{(\sum fx')^2}{N}}$$

$$= 7 \sqrt{\frac{88}{37} - \frac{(-2)^2}{37}}$$

$$= 7 \sqrt{2.378 - (-0.054)^2}$$

$$= 7 \sqrt{2.378 - 0.003}$$

$$= 7 \sqrt{2.375}$$

$$= 7 \times 1.541$$

$$= 10.787$$

Appendix 7

Z-Test

$$\begin{aligned} Z &= \frac{\frac{x}{n} - p}{\sqrt{\frac{p(1-p)}{n}}} \\ &= \frac{\frac{22}{37} - 0.41}{\sqrt{\frac{0.41(1-0.41)}{37}}} \\ &= \frac{0.595 - 0.41}{\sqrt{\frac{0.41(0.59)}{37}}} \\ &= \frac{0.185}{\sqrt{\frac{0.242}{37}}} \\ &= \frac{0.185}{\sqrt{0.006}} \\ &= \frac{0.185}{0.077} \\ &= 2.403 \end{aligned}$$

Calculation Z_{table} :

$$\begin{aligned} Z (\frac{1}{2} \alpha) &= Z_{\text{table}} \\ \alpha &= 0.05 \\ Z &= \frac{1}{2} (\alpha) \\ Z &= \frac{1}{2} (0.05) \\ Z &= 0.025 \\ Z &= Z_{\text{table}} \\ 0.025 &= 1.96 \\ Z_{\text{count}} &= 2.403 > Z_{\text{table}} = 1.96 \end{aligned}$$

Based on calculation, it can be concluded that $Z_{\text{count}} = 2.403$ was more than than $Z_{\text{table}} = 1.96$ ($Z_{\text{count}} = 2.403 > Z_{\text{table}} = 1.96$) by level of significance 0.05. So, from the result of data above, the researcher concluded that the hypothesis was accepted.

Appendix 8

DOCUMENTATION

- Photos of the Research







KEMENTERIAN AGAMA
INSTITUT AGAMA ISLAM NEGERI PADANGSIDIMPUAN
FAKULTAS TARBIYAH DAN ILMU KEGURUAN
JURUSAN TADRIS BAHASA INGGRIS
Jalan T. Rizal Nurdin Km 4,5 Sihitang 22733
Telepon 0634-22080 Faximile 0634-24022

Nomor : In.19/E.6a/PP.00.944/2015
Sifat : Biasa
Lampiran : -
Hal : Pengesahan Judul dan Pembimbing skripsi

Padangsidimpuan, 01 Juli 2015

Kepada Yth Bapak/Ibu
1. Rayendriani Fahmei Lubis, M.Ag (Pembimbing I)
2. Fitri Rayani Siregar, M.Hum (Pembimbing II)

Di -
Padangsidimpuan


Assalamu'alaikum Wr.Wb.

Dengan hormat, sehubungan dengan hasil sidang bersama tim pengkajian judul skripsi Jurusan Tadris Bahasa Inggris (TBI) fakultas Tarbiyah dan Ilmu Keguruan IAIN Padangsidimpuan, maka dengan ini kami mohon kepada Bapak/Ibu agar dapat menjadi pembimbing skripsi dan melakukan penyempurnaan judul bilamana perlu untuk mahasiswa dibawah ini dengan data sebagai berikut:


Nama/NIM : Ahmad Suaidi/ 11 340 0045
Jurusan : Tadris Bahasa Inggris
Judul Skripsi : **The Students' Ability in English Writing Application Letter at Grade XI Administrasi Perkantoran Class SMK Negeri 1 Panyabungan**

Demikian surat ini disampaikan, atas perhatian dan kesediaan Bapak/Ibu kami ucapkan terimakasih.

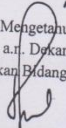
Ketua Jurusan Tadris Bahasa Inggris


Rayendriani Fahmei Lubis, M.Ag
NIP. 19710510 200003 2 001

Sekretaris Jurusan Tadris Bahasa Inggris



Fitri Rayani Siregar, M.Hum
NIP. 19820731 200912 2 004

Mengetahui
a.n. Dekan
Wakil Dekan Bidang Akademik



Dr. Lelva Hilda, M.Si
NIP. 19720920 200003 2 002

Pernyataan Kesiediaan sebagai Pembimbing

BERSEDIA/TIDAK BERSEDIA
Pembimbing I


Rayendriani Fahmei Lubis, M.Ag
NIP. 19710510 200003 2 001

BERSEDIA/TIDAK BERSEDIA
Pembimbing II


Fitri Rayani Siregar, M.Hum
NIP. 19820731 200912 2 004



KEMENTERIAN AGAMA REPUBLIK INDONESIA
INSTITUT AGAMA ISLAM NEGERI PADANGSIDIMPUAN
FAKULTAS TARBİYAH DAN ILMU KEGURUAN
Jalan T. Rizal Nurdin Km. 4,5 Sihitang 22733
Telepon (0634) 22080 Faximile (0634) 24022

Nomor : B - 563 /In.14/E.4c/TL.00/04/2016
Hal : Izin Penelitian
Penyelesaian Skripsi.

19 April 2016

Kepada
Yth. Kepala SMK N 1
Panyabungan
di -
Tempat

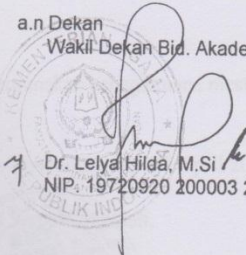
Dengan hormat, Dekan Fakultas Tarbiyah dan Ilmu Keguruan Institut Agama Islam Negeri Padangsidimpun menerangkan bahwa :

Nama : Ahmad Suaidi
NIM : 113400045
Fakultas/Jurusan : Tarbiyah dan Ilmu Keguruan/TBI
Alamat : Perumahan Indah Lestari

adalah benar Mahasiswa IAIN Padangsidimpun yang sedang menyelesaikan Skripsi dengan Judul "The Students' ability in Writing Application Letters at Grade XI Administrasi Perkantoran Class SMKN 1 Panyabungan". Sehubungan dengan itu, kami mohon bantuan Bapak/Ibu untuk memberikan data dan informasi sesuai dengan maksud judul di atas.

Demikian disampaikan, atas kerja sama yang baik diucapkan terima kasih.

a.n Dekan
Wakil Dekan Bjd. Akademik


Dr. Lelya Hilda, M.Si
NIP. 19720920 200003 2 002



PEMERINTAH KABUPATEN MANDAILING NATAL
DINAS PENDIDIKAN
SMK NEGERI 1 PANYABUNGAN
JL. SUKARAMAI AEK GALOGA DESA PIDOLI LOMBANG
PANYABUNGAN

SURAT KETERANGAN MELAKSANAKAN PENELITIAN

Nomor : 167/SMK.01/P/2016

Yang bertanda tangan dibawah ini :

Nama : Drs. MUDAHAN RAMBE
NIP : 19630205 199103 1 007
Pangkat/Gol. Ruang : Pembina (IVa)
Jabatan : Kepala Sekolah
Unit Kerja : SMK Negeri 1 Panyabungan

Menerangkan bahwa :

Nama : AHMAD SUAIDI
NIM : 113400045
Tempat tanggal lahir : Hutanamale, 18 Juli 1991
Prodi : Tadris Bahasa Inggris
Mahasiswa : IAIN Padangsidimpuan

Benar telah melaksanakan riset sesuai dengan penelitiannya yang berjudul : "THE STUDENTS ABILITY IN WRITING APPLICATION LETTERS AT GRADE XI ADMINISTRASI PERKANTORAN SMKN 1 PANYABUNGAN".

Demikian surat keterangan ini diperbuat untuk dipergunakan sebagaimana mestinya

Panyabungan, 27 April 2016

