

**DEVELOPING ENGLISH MATERIALS FOR FIRST GRADE OF OFFICE
ADMINISTRATION (ADMINISTRASI PERKANTORAN / APK)
STUDENTS AT SMK SUNAN GIRI MENGANTI**

THESIS

Presented to

University Muhammadiyah Gresik

In partial fulfillment of the requirements for the degree of *Sarjana* in English
Language Education

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2018

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MOTTO AND DEDICATION

MOTTO:

"You can if you think you can"

DEDICATION

Great thanks and love to:

ALLAH SWT

My beloved mom and dad

My beloved husband

My beloved daughter and future children

My big family

My greatest advisors

My beloved friends

All lecturers of English Language Education department

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STATEMENT OF ORIGINALITY

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Certify that this thesis is really written by the writer and it is really my own product, not taking over from other research.

In this future a proven or provable this thesis is product of plagiarism, then the writer is willing to accept a punishment for such acts.

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Best Regard,

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ACKNOWLEDGEMENTS

In the name of Allah, the Beneficent, the Merciful.

As the acknowledgement of this thesis to fulfill the graduation of strata one (S1), the writer would to express graduation as below:

1. Allah SWT who has given the great blessing, the chance for the writer to finishing the thesis.
2. My beloved parents, Mr. Supi'in and Mrs. Ismah, my beloved husband, Edi Astono and my beloved daughter, Evelyn Eila Keinan Ramadhani who have given me support, love, help, patience, and pray.
3. My big family who always supports and gives the best praying for me.
4. My first and second advisors: Mr. Slamet Asari, M.Pd. and Mrs. Rohmy Husniah, S.S., M.Pd. who have guided, taught and given suggestion in doing and finishing this thesis.
5. The head master of SMK Sunan Giri, Mr. Drs. H. Safi'i , thank you for giving me permission to do the research in the school and the English teacher of SMK Sunan Giri Menganti, Mr. Danang Rudiyanto, S.Ap S.Pd, thank you for giving me permission to take the data and research in the class.
6. All of my lecturers who gave taught me. Thanks a lot for your dedication.
7. All of my best friends, Ida and Mely who have given me big support, help, and entertain me in finishing this thesis.
8. All my friends in English Language Education Department especially B Class who have been a part of my life in studying and had experiences together.

Finally, the writer can finish this thesis, may Allah replay all of their dedication. At last, the writer hopes that this thesis will be useful for all.

Gresik, December 18th 2017

The Writer

ABSTRACT

Rahayu, E. 2017. *Developing English Materials for First Grade of Office Administration (Administrasi Perkantoran / APK) Students at SMK Sunan Giri Menganti*. English Language Education Department, Faculty of Teacher Training and Education, University of Muhammadiyah Gresik.
Advisors: (I), Slamet Asari, M.Pd. (II), Rohmy Husniah, S.S., M.Pd.

Keywords: Developing materials, Office Administration (APK), ESP

The objective of this study is develop English materials for APK students at SMK Sunan Giri Menganti. The nature of this study is Research and Development (R&D). The procedures were conducting needs analysis, planning (writing course grid), designing the materials (writing the first draft), expert judgment (evaluating the appropriateness and reviewing the contents), tryout the material and writing the final draft of the materials. This study involved 35 grade ten students of APK study programme at SMK Sunan Giri Menganti as the research subjects.

The instruments for collecting the data were questionnaires, checklist and interview. The results of the needs assessment questionnaire were analysed using percentage, the expert judgement and students' response checklist used quantitative data conversion. The interview were analyzed in four steps; collecting the data, data reduction, data display and drawing the conclusions.

The findings of this study are described as follows. (1) The students believe that they use English as a medium of oral communication with their customers and colleagues. They want to be able to communicate fluently using English in oral communication and to master vocabularies related to their field. (2) The learning needs of the students are learning materials of which topics are related to the APK field. They also wanted to carry out the tasks in groups. (3) The product of this study consists of seven parts: introduction, lead-in, main activities, evaluation, reflection, summary and competency test. The developed learning materials are appropriate based on the results of expert judgment checklist. It was proved by the mean value is more than 3.40 of overall items which cover the appropriateness of content, language, presentation and layout.

ABSTRAK

Rahayu, E. 2017. *Developing English Materials for First Grade of Office Administration (Administrasi Perkantoran / APK) Students at SMK Sunan Giri Menganti*. English Language Education Department, Faculty of Teacher Training and Education, University of Muhammadiyah Gresik. Advisors: (I), Slamet Asari, M.Pd. (II), Rohmy Husniah, S.S., M.Pd.

Keywords: Pengembangan Materi, Administrasi Perkantoran (APK), ESP

Tujuan dari penelitian ini adalah untuk mengembangkan materi-materi bahasa Inggris untuk siswa jurusan APK di SMK Sunan Giri Menganti. Design dari penelitian ini adalah R&D. Langkah yang diambil dalam penelitian ini meliputi; menganalisis, merencanakan, mendesain, mengevaluasi, menguji coba dan membuat produk akhir. Penelitian ini melibatkan 35 siswa kelas X jurusan APK di SMK Sunan Giri Menganti sebagai subjeknya.

Alat untuk mengumpulkan data antara lain; kuisioner, ceklis dan wawancara. Hasil dari kuisioner kebutuhan siswa dianalisis menggunakan persentase, ceklis dari penilaian para ahli dan respon siswa dianalisis menggunakan konversi data kuantitatif, wawancara dianalisis menggunakan empat langkah; mengumpulkan data, mereduksi data, menampilkan data dan menyimpulkan data.

Penemuan dari penelitian ini disebutkan sebagai berikut. (1) Siswa percaya bahwa mereka menggunakan bahasa Inggris sebagai komunikasi secara langsung dengan rekan kerja mereka. Mereka ingin lancar berkomunikasi menggunakan bahasa Inggris secara lisan dan menguasai kosa kata yang berhubungan dengan jurusan mereka. (2) Dalam hal pembelajaran, ditemukan bahwa siswa ingin mempelajari materi dengan topik yang berhubungan dengan APK. Mereka juga ingin menyelesaikan tugas mereka secara berkelompok. (3) Produk dari penelitian ini terdiri dari tujuh bagian; pendahuluan, lead-in, aktifitas utama, evaluasi, refleksi, rangkuman materi dan tes kompetensi. Pengembangan materi ini telah sesuai dengan kebutuhan para siswa berdasarkan hasil penilaian para ahli. Itu bisa dilihat dari nilai rata-rata yaitu lebih dari 3.40 dari semua hal meliputi kesesuaian dari isi, bahasa, penyajian dan rancangan.

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