

**DEVELOPING CONTENT-BASED INSTRUCTION ENGLISH MATERIALS  
FOR OFFICE ADMINISTRATION STUDENTS OF SECOND GRADE AT  
SMK TARUNA JAYA GRESIK**

**THESIS**

**BY  
SITI ZULAICHA  
NIM 12432004**



**FACULTY OF TEACHER TRAINING AND EDUCATION  
ENGLISH LANGUAGE EDUCATION DEPARTMENT  
UNIVERSITY OF MUHAMMADIYAH GRESIK**

**2019**

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**THESIS**

Presented to

University of Muhammadiyah Gresik

in partial fulfillment of the requirements

for the degree of Sarjana in English Language Education

By

SITI ZULAICHA

12432004

**FACULTY OF TEACHER TRAINING AND EDUCATION**

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## ABSTRACT

Zulaicha, Siti. 2019. *Developing Content-Based Instruction English Materials for Office Administration Students of Second Grade at SMK Taruna Jaya Gresik. A thesis of English Language Education Department, Faculty of Teacher Training and Education, University of Muhammadiyah Gresik. Advisors : (I) Dr. Khoirul Anwar, S.Pd., M.Pd, (II) Candra Hadi Asmara, M.Pd*

**Key words:** Developing English Materials, Content-Based Instruction, Office Administration Program

The objectives of this research were: (1) to find out the target needs of second grade students of Office Administration study program at Vocational High School, (2) to find out the learning needs of second grade students of Office Administration study program at Vocational High School, (3) to develop the appropriate English learning materials for second grade students of Office Administration study program at Vocational High School.

In the process of material development, the researcher adapts ADDIE development model. First step is need analysis in which the researcher analyze the student's need by giving questionnaire and doing interview the teacher. Second step is creating design instruction in which the researcher makes a syllabus and draft of English material based on the result of need analysis. Third, the researcher start to develop office administration office material based on the draft. Fourth is step validating the module to the expert which the researcher gives the module to the expert to be validated. Fifth step is do try out in which the researcher revises the module based on the suggestion of the experts and the comment of office administration students. The last step is the final product in which the product is ready used as guideline.

The result showed that the students need English learning materials which were related to office administration study programm area and their life. This study developed three chapters in the second semester of second grade that based on curriculum K.13 in the form of a textbook. The research findings showed that the developed materials were appropriate to be implemented. The mean score of three chapters was 4.35 which was "Very Good".

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**Key words:** Pengembangan Buku Bahasa Inggris, Konten Berdasarkan Perintah, Program studi Administrasi Perkantoran

Tujuan dari penelitian ini adalah: (1) untuk mengetahui kebutuhan siswa kelas XI program studi Administrasi Perkantoran di Sekolah Menengah Kejuruan, (2) untuk mengetahui kebutuhan belajar siswa kelas XI program studi Administrasi Perkantoran di Sekolah Menengah Kejuruan, (3) untuk mengembangkan materi pembelajaran bahasa Inggris yang sesuai untuk siswa kelas XI program studi Administrasi Perkantoran di Sekolah Menengah Kejuruan.

Dalam proses pengembangan materi, peneliti mengambil metode pengembangan materi yaitu ADDIE. Tahap pertama adalah menganalisis kebutuhan dimana peneliti menganalisa keinginan para siswa dengan memberikan kuisioner dan melakukan interview dengan guru. Tahap kedua, mendesain kerangka perintah materi bahasa Inggris yang berdasarkan hasil menganalisa kebutuhan siswa. Tahap ketiga, peneliti memulai mengembangkan materi administrasi perkantoran yang berdasarkan kerangka. Tahap keempat, melakukan cek validasi kepada para ahli. Tahap kelima, peneliti melakukan uji coba kepada para siswa APK. Tahap keenam, peneliti merevisi buku berdasarkan saran para ahli dan masukan para siswa APK. Tahap terakhir, penyelesaian produk buku dimana buku siap untuk dijadikan sebagai acuan belajar.

Hasil penelitian menunjukkan bahwa siswa membutuhkan materi pembelajaran bahasa Inggris yang terkait dengan bidang program studi Administrasi Perkantoran dan kehidupannya. Studi ini mengembangkan tiga bab di semester kedua kelas sebelas yang berdasarkan kurikulum K.13 dalam bentuk buku teks. Temuan penelitian menunjukkan bahwa bahan buku yang dikembangkan sesuai untuk diimplementasikan. Skor rata-rata dari ketiga bab adalah 4,35 yang artinya “Sangat Baik”.

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