

## CHAPTER V

### CONCLUSION AND RECOMMENDATION

#### 5.1 Conclusion

Based on the result of this RND study, the researcher concluded that the office administration students in SMK Taruna Jaya Gresik needed an English materials. The researcher found that the material needed by the students were information about office administration material and material that appropriate with their work in future. Those are the result of need analysis of the students.

In developing the materials, the researcher used RND design which is used ADDIE modified by Candra Hadi Asmara (2012) and also used content based instruction as the approach and more exercise better practice as the strategy. Content based instruction and more exercise for better practice meant that the module emphasized on the practice rather than theory because based on the students' need the result shown that the student wants to improve their skill in speaking, which is emphasized more on exercise to get a better practice.

Based on the findings of the students need, the researcher then divided the module into three chapters; "What can I do for You Sir?", "How to use it guys?", and "Could you tell me what your duties?". Those chapters covered all the need of office administration students. The first chapter covered the information about how to usage the expression of guest handling and dealing the telephone. The second chapter covered the information about how to use the kinds of tool in the office. Then, the last chapter covered the information about how to get the job interview. In the step of expert validation, the researcher got the suggestion to correct some grammatical errors in the module. Meanwhile, in try out step, the researcher did not have any suggestion from the participants to correct some errors or revise any parts in the

module because the participants said that the module was good, clear, and easy to be understood by them.

To conclude those findings, the researcher could say that even though the student emphasizes more on the practice rather than theory but better for they needed to have the understanding of the theory first then they could practice.

## **5.2 Recommendation**

From the result of developing material of this study, the writer gives a recommendation to the student of office administration in SMK Taruna Jaya Gresik, the teacher, and the next researcher.

For students of office administration, this English materials can be used as a guideline to learn all about their major. This module also provides some basis information and exercises are included as well.

For the English teacher, this English materials can be used in teaching and learning English, especially for the office administration major. This module can help the teacher to arrange the exercise or even organize student practice.

For the next researcher, it is better for the next researcher to give more explanation and example from the easiest one to the hardest one. The next researcher can give the material and exercise as much as he or she can. By doing so, the students can have more information or material to be chosen and then practice. So, it will be much better for the next researcher to provide that information in the further study of developing English material for the office administration students.

