



**THE ABILITY OF APPLYING MECHANICS IN BUSINESS LETTERS OF  
THE ELEVENTH YEAR STUDENTS OF SMK PLUS AL-AZIS JEMBER**

**THESIS**

**By:**

**Fitra Rusdianto**  
**NIM 050210491055**

**ENGLISH EDUCATION PROGRAM  
LANGUAGE AND ARTS EDUCATION DEPARTMENT  
FACULTY OF TEACHER TRAINING AND EDUCATION  
JEMBER UNIVERSITY  
2012**



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## **DEDICATION**

This thesis is especially dedicated to:

1. My beloved father, Sunaryo, SPd. And my beloved mother, Sustriningsih.
2. My beloved brother, Irwan Adi Nugroho.
3. My beloved grand parents.

## **MOTTO**

Of all those arts in which the wise excel, nature's chief masterpiece is writing well.

(Duke Buckingham)

## **CONSULTANTS' APPROVAL**

### **THE ABILITY OF APPLYING MECHANICS IN BUSINESS LETTERS OF THE ELEVENTH YEAR STUDENTS OF SMK PLUS AL-AZIS JEMBER**

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**By:**

<b>Name</b>	<b>: Fitra Rusdianto</b>
<b>Place/ Date of Birth</b>	<b>: Banyuwangi, May 28<sup>th</sup>, 1987</b>
<b>Identification Number</b>	<b>: 050210491055</b>
<b>Program</b>	<b>: English Education Program</b>
<b>Department</b>	<b>: Language and Arts</b>
<b>Faculty</b>	<b>: Teacher Training and Education</b>

Approved by:

**Consultant I**

**Consultant II**

Dra. Wiwiek Istianah, M.Kes, M.Ed.  
NIP 19501017 198503 2 001

Drs. Sugeng Ariyanto, M.A.  
NIP 19590412 198702 1 001

## **APPROVAL OF THE EXAMINATION COMMITTEE**

This Thesis is Approved and Received by the Examination Committee of the Faculty of Teacher Training and Education, Jember University on:

Date : Wednesday, October 31<sup>th</sup>, 2012

Place : The Faculty of Teacher Training and Education, Jember University.

The Committee

The Chairperson,

The Secretary,

Drs. I Putu Sukmaantara, M.Ed.  
NIP.19640424 199002 2 003

Drs. Sugeng Ariyanto, M.A.  
NIP. 19590412 198702 1 001

The Members;

- |  |    |
|--|----|
| 1. <u>Dra. Zakiyah Tasnim, M.A.</u><br>NIP. 19620110 198702 2 001          | 1. |
| 2. <u>Dra. Wiwiek Istianah, M.Kes, M.Ed.</u><br>NIP. 19501017 198503 2 001 | 2. |

The Dean,  
Faculty of Teacher Training and Education

Drs. H. Imam Muchtar. S.H. M.Hum.  
NIP. 19540712 198003 1 005

## ACKNOWLEDGEMENT

First of all, I would like to extend my deepest gratitude to Allah S.W.T. who always guides and gives me blessings and mercies, so that I can finish this thesis.

In this opportunity, I would like to express my deepest appreciation and sincerest gratitude to the following people:

1. The Dean of The Faculty of Teacher Training and Education, Jember University,
2. The Chairperson of the Language and Arts Department,
3. The Chairperson of the English Education Program,
4. My first consultant, Dra. Wiwiek Istianah, M.Kes., M.Ed., and my second consultant, Drs. Sugeng Ariyanto, M.A. for their guidance, advice and motivation in accomplishing this thesis,
5. The Examiners who have given me input to the completion of this thesis,
6. The Principal, the English teacher and the eleventh year students of Sales Program of SMK Plus Al-Azis Jember in the 2010/2011 Academic Year,

I do realize that this thesis has many weaknesses. However, I expect it is useful to the readers and hope any criticism or suggestion from the readers to make this thesis better improved.

Jember, October 2012

The Writer

## TABLE OF CONTENTS

	Page
<b>TITLE</b> .....	i
<b>DEDICATION</b> .....	ii
<b>MOTTO</b> .....	iii
<b>CONSULTANTS' APPROVAL</b> .....	iv
<b>APPROVAL OF THE EXAMINATION COMMITTEE</b> .....	v
<b>ACKNOWLEDGMENT</b> .....	vi
<b>TABLE OF CONTENTS</b> .....	vii
<b>LIST OF APPENDIXES</b> .....	ix
<b>LIST OF TABLES</b> .....	x
<b>SUMMARY</b> .....	xi
<b>I. INTRODUCTION</b>	
<b>1.1 Background of the Research</b> .....	1
<b>1.2 Problem of the Research</b> .....	4
<b>1.3 Objective of the Research</b> .....	5
<b>1.4 Significances of the Research</b> .....	5
<b>II. REVIEW OF RELATED LITERATURE</b>	
<b>2.1 Writing Skill</b> .....	6
<b>2.2 Mechanics in Business Letter</b> .....	7
<b>2.3 Types of Mechanics</b> .....	10
2.3.1 Spelling .....	10
2.3.2 Capitalization .....	12
2.3.3 Punctuation .....	13
2.3.4 Abbreviation .....	19
<b>2.4 Business Letters</b> .....	19
2.4.1 Types of Business Letters .....	20
2.4.2 The Parts of Business letters .....	21



<b>2.5 The Teaching of Business Letters at SMK Plus Al-Azis Jember .....</b>	<b>24</b>
<b>2.6 The Teaching Learning Process on Mechanics .....</b>	<b>25</b>
<b>III. RESEARCH METHOD</b>	
<b>3.1 Research Design .....</b>	<b>26</b>
<b>3.2 Operational Definition of the Key Term.....</b>	<b>27</b>
<b>3.3 Area Determination Method .....</b>	<b>28</b>
<b>3.4 Respondent Determination Method .....</b>	<b>28</b>
<b>3.5 Data Collection Methods .....</b>	<b>29</b>
3.4.1 Test .....	29
3.4.2 Interview .....	30
3.4.3 Documentation .....	30
<b>3.6 Data Analysis Method.....</b>	<b>31</b>
<b>IV. RESEARCH RESULTS AND DISCUSSION</b>	
<b>4.1 The Result of the Test .....</b>	<b>33</b>
4.1.1 Data Analysis .....	35
<b>4.2 The Result of Interview .....</b>	<b>38</b>
<b>4.3 The Result of Documentation.....</b>	<b>38</b>
<b>4.4 Discussion.....</b>	<b>39</b>
<b>V. CONCLUSION AND SUGGESTIONS</b>	
<b>5.1 Conclusion .....</b>	<b>42</b>
<b>5.2 Suggestions .....</b>	<b>42</b>
5.2.1 The English Teacher .....	42
5.2.2 The Students.....	42
5.2.3 The Future Researchers.....	43
<b>BIBLIOGRAPHY .....</b>	<b>44</b>

## TABLE OF APPENDICES

	Page
1. RESEARCH MATRIX.....	46
2. INTERVIEW GUIDE.....	47
3. DOCUMENTATION GUIDE.....	48
4. ENGLISH TEST .....	49
5. KEY ANSWER .....	56
6. THE LIST OF THE RESEARCH RESPONDENTS .....	63
7. THE SAMPLE OF STUDENTS' ANSWER SHEETS .....	64
8. PERMISSION LETTER OF CONDUCTING RESEARCH FROM THE FACULTY OF TEACHER TRAINING AND EDUCATION, JEMBER UNIVERSITY .....	83
9. STATEMENT LETTER FOR ACCOMPLISHING THE RESEARCH FROM SMK PLUS AL-AZIS JEMBER .....	84

## LIST OF TABLES

Table	Names	Page
1.	The Number of Items	30
2.	The Classification of the Score level	32
3.	The Score of the Students' Ability in Applying Mechanics in Business Letters	34
4.	The Analysis Results of the Students' Ability in Applying Mechanics in Business Letters	36
5.	The Score Categories and Frequencies of the Students' Ability in Applying Mechanics in Business Letters	37

## SUMMARY

**The Ability of Applying Mechanics in Business Letters of the Eleventh Year Students of SMK Plus Al-Azis Jember in the 2010/2011 Academic Year;** Fitra Rusdianto; 050210491055; 2012; English Education Program of Language and Arts Education Department of the Faculty of Teacher Training and Training and Education of Jember University.

The correct application of mechanics in writing is essential. It is due to the fact that wrong application of mechanics can cause miscommunication between the writer and the reader. Therefore, it is important for the students to master mechanics and its application. This study is a descriptive quantitative research on the ability of applying mechanics in business letters of the eleventh year students of SMK Plus Al-Azis Jember in the 2010/2011 Academic Year. The problem of the study is “How is the eleventh year students’ ability in applying mechanics in business letters at SMK Plus Al-Azis Jember in the 2010/2011 academic year?”.

This research was intended to describe the students’ ability of applying mechanics in business letters writing. Business letters used in this research were Job Application Letter, Complaint Letter, and Ordering Letter. The determination method used was purposive method. The number of the respondents was 22 students of the Sales Program. The primary data were collected by administering objective test in the form of completion and error correction test, while the supporting data were obtained from interview and documentation. Primary data were obtained and analyzed qualitatively by the percentage formula.

Based on the result of test, the ability of applying mechanics in business letters of the eleventh year students of SMK Plus Al-Azis Jember in the 2010/2011 Academic Year was categorized good (72,4%). In details, the frequency of the students’ score to apply mechanics in business letters were as follows: in the category of “excellent” was 18.2%, in category of “good” was 36.4%, in the category of “fair”

was 31.8%, and in the category of “poor” was 13.6% from the total respondents. The students are suggested to practice more how to apply mechanics correctly and read the authentic business letters. To familiarize them with the use of mechanics, the students will be able to have better comprehension about mechanics and their application of using mechanics in the authentic business letters become precise which is useful when the students should perform the competence in their workplace.