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

**THESIS** 

By:

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



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

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Proposed to Fulfill One of the Requirements to Obtain the Degree of S1 at the English
Language Education Study Program, Language and Arts Education Department
Faculty of Teacher Training and Education,
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2012

Idigilib.unej.ac.idl **DEDICATION** nttp://digilib.unej.ac.idl This thesis is especially dedicated to: 1. My beloved father, Sunaryo, SPd. And my beloved mother, Sustriningsih. 2. My beloved brother, Irwan Adi Nugroho. Holgilib.unej.ac.idl 3. My beloved grand parents. http://digilit .unej.ac.idl ...dinilib.unej.ac.idl ii



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nttp://digilib.unej.ac.idl 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

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#### **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"