

AN ANALYSIS OF ESP MATERIALS  
USING ESP APPROACH AT  
SECRETARY AND MANAGEMENT PROGRAM  
IN THE ACADEMIC YEAR  
1999/2000

THESIS



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Nopember 2000

**Motto:**

Net working had to be done anywhere, any time.  
Take advantage of any business contacts you have  
while you are still in college.

(Seth Godin and Beth Burns)

## DEDICATION

**This thesis is honourably dedicated to:**

1. My beloved Daddy, *Dju'al Abadi* and mom, *Suciati*; you are the inspiration of my life,
2. My younger brothers, *Alfian Syah* and *Aulia Rahman*; you must be better than me,
3. My girl, *Nurul "Uyunk" Hidayah*; you are my spirit of life,
4. My lecturers; thanks for everything which you have done and given to me.
5. My almamater; Jember University.

**CONSULTANTS APPROVAL**

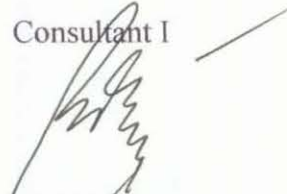
**AN ANALYSIS OF ESP MATERIALS  
USING ESP APPROACH AT SECRETARY AND MANAGEMENT  
PROGRAM  
BUSINESS TRAINING CENTER (BTC) JEMBER  
IN THE ACADEMIC YEAR 1999/2000**

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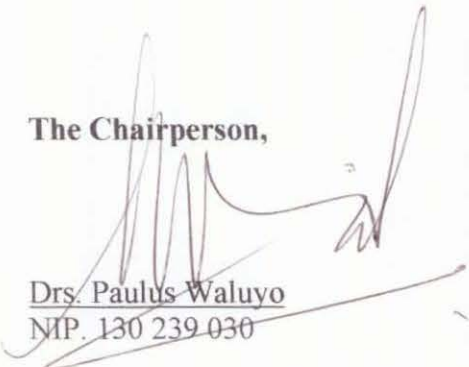
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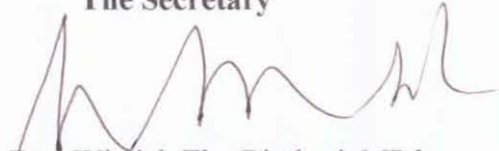
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Hopefully, this thesis will be useful for readers, especially for those interested in conducting qualitative research.

**Jember, Nopember 2000**

**The Writer**

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## ABSTRACT

Eko Susilo Santoso, Nopember 2000, An Analysis of ESP Materials Using ESP Approach at Secretary and Management Program Business Training Center (BTC) Jember in the Academic Year 1999/2000.

Thesis, English Education Program, Language and Arts Education Department, Teacher Training and Education Faculty, The University of Jember.

The Consultants: 1. Drs. Budi Setyono, MA

2. Dra. Wiwik Eko Bindarti, MPd

This research was meant to analyze ESP materials using ESP approach. The problems set up were (1) how does the teacher design ESP materials using ESP approach, (2) what are the kinds of teaching materials used by the ESP teacher and (3) what are the components of ESP materials designed by the ESP teacher at Secretary and Management Program Business Training Center (BTC) in the academic year 1999/2000. The objectives of this research were to analyze the teacher's procedures in designing ESP materials, the kinds of teaching materials and the components of ESP materials designed by the teacher. This research was conducted in BTC Jember. The respondent was the ESP teacher of Secretary and Management Program. The qualitative method was used to conduct the research. The data were taken by using interview and documentation and the results were analyzed by using domain and taxonomic analysis. The finding demonstrated that there are five steps to follow in material design planned by the teacher, two kinds of teaching materials used by the teacher: In-house materials and a textbook and the components of ESP materials consist of aims, content and methodology. The fact showed that the teacher used ESP approach which is aimed to meet the needs of learners. However, there are translation texts which make the lesson is not so effective and the content of the textbook is much focused on dialogue.

Key words: ESP Approach, ESP Materials, Components of ESP Materials

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