



Ability to write job application letter by class x11 students of smk negeri 1 hilimegai construction and property business department Academic year 2023/2024

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ABSTRACT

The purpose of this research is to describe the use of spelling in job application letters. The benefit of this research is to increase knowledge and insight and provide an overview of learning to write job application letters. The subfocus in this research is the ability to use spelling (capital letters, period punctuation and comma punctuation). The research method used in this research is a descriptive method and a qualitative form, namely analyzing letters and explaining errors in the form of words. The data source in this research is class XII students at SMK Negeri 1 Hilimegai. The data in this research are job application letters made by class XII students of SMK Negeri 1 Hilimegai. The technique used in this research is a measurement technique which aims to determine the level of students' ability to write job application letters. The results of this research are that there are still errors in the use of systematics, namely in the letter address, letter content and closing greeting. Based on the analysis, there are still many errors in making effective sentences. Spelling errors in job application letters include the use of capital letters, full stops and commas.

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1. INTRODUCTION

Writing skills are one of the language skills that are important to master, because there are many benefits that can be obtained from this activity (Yusuf et al., 2019). Writing is a process of changing the form of thoughts, dreams, feelings, and so on so that they become symbols, signs or writing (Kellogg, 1999). Writing can help develop personal satisfaction, pride, and a feeling of self-worth, meaning that feelings of pride, satisfaction, and self-esteem can generate confidence in one's own ability to create other written works (Howgate, 1982). Having the ability to use refined Indonesian spelling is one of the supports for success in communication, especially in written language (Mariana et al., 2018). The use of written language requires the completeness of grammatical elements, including provisions for the application of spelling rules, including punctuation and accuracy in word choice and other linguistic aspects (Cook, 2014). One writing activity that requires knowledge regarding the use of spelling is in preparing a cover letter (Brown & Hood, 1989).

Based on this background, researchers are interested in conducting research with the title Ability to Write Job Application Letters by Class XII Students of SMK Negeri 1 Hilimegai, Construction

and Property Business Department, Academic Year 2023/2024. The subfocus in this research is the ability to use spelling (capital letters, period punctuation and comma punctuation)(Ahmad, 2023).

Dalman (2016:3) states that writing is a process in which ability, implementation and results are obtained in stages(Harahap, 2018). This means that to produce good writing, people generally do it many times(Faigley & Miller, 1982). In this case, writing involves three stages, namely: (1) prewriting stage, (2) writing stage, and (3) postwriting stage(Siregar, 2014).

As a language skill, writing is a complex activity because writers are required to be able to compose and organize written content and express it in a variety of written languages(Smith, 2013). Writing is a communication activity in the form of conveying messages (information) in writing to other parties using written language as a tool or medium(Cornbleet & Carter, 2001). Writing activities involve several elements, namely: the writer as the conveyor of the message, the content of the writing, the channel or media, and the reader.

According to KBBI (2005: 285) spelling is the rules for describing sounds (words, sentences, etc.) in written form (letters) as well as the use of punctuation marks(Moberg, 2007). Spelling is a set of rules about how to write a language using letters, words and punctuation as its means(Salmon, 1999). This limitation shows that the meaning of the word spelling is different from the word spelling(Richgels, 1995).

2. RESEARCH METHOD

The research approach used in this research is qualitative(Amaratunga et al., 2002). The reason the researcher used a qualitative form of research was that in this research the researcher was able to describe the use of spelling in writing job application letters by class According to Sugiyono (2016:9), qualitative research methods are research methods based on postpositivism, used to research the conditions of natural objects (as opposed to experiments) where the researcher is the key instrument, data collection techniques are carried out by triangulation (combination), analysis the data is inductive/qualitative in nature and the results of qualitative research emphasize meaning rather than generalizations.

The type of research used is descriptive(Nassaji, 2015). The reason researchers use the descriptive method is because the descriptive method is used to reveal a situation or solve a problem regarding the abilities of class Nasir in Rukajat (2018: 1) states "descriptive method is a method for researching the status of a group of people, an object, a set of conditions, a system of thought or a class of events in the present. The aim of descriptive research is to create systematic, factual and accurate descriptions, images or paintings regarding the facts, properties and relationships between the phenomena being investigated(Gray & Malins, 2016).

This research was carried out at SMK Negeri 1 Hilimegai in class XII of SMK Negeri 1 Hilimegai, Department of Construction and Property Business. The time for carrying out this research is in the month. The data in the research is secondary data(Vartanian, 2010). Secondary data is a source of research data obtained through intermediary media or indirectly, for example in the form of archives or documents, books, photos and statistical data(Scott, 2014). The data in this research are in the form of application letters written by class XII students at SMK Negeri 1 Hilimegai, Department of Construction and Property Business.

The source of research data is the subject from which the data was obtained. In this research, the data subjects were class XII students at SMK Negeri 1 Hilimegai, Department of Construction and Property Business. Sujarweni, (2014:74) stated "data collection techniques are a method used by researchers to reveal or filter qualitative information from information according to the scope of the research". The data collection technique used in this research is documentation technique(Lethbridge et al., 2005).

In this research, the data analysis technique uses a technique consisting of three series, namely:

1. **Data Reduction:** Data reduction is a selection process, focusing on simplifying, abstracting and transforming rough data from the field. This process takes place as long as the research is carried out, from the beginning to the end of the research.
2. **Data Presentation:** Data presentation is a collection of structured information that provides the possibility of drawing conclusions and taking action. The forms of presentation include narrative text, matrices, graphs, networks and charts. The aim is to make it easier for readers and draw conclusions.
3. **Drawing conclusions:** Drawing conclusions is only part of a complete activity and configuration.

Conclusions were also verified during the research. The meanings that emerge from the data must be tested for truth and suitability so that their validity is guaranteed.

To guarantee the research findings, the validity of the data obtained was checked. The data validity checking techniques used were participation, triangulation and persistence. So in this study the researcher used to check the validity of the data with time triangulation, namely checking the research results repeatedly.

3. RESULTS AND DISCUSSIONS

The target of this research was an application letter written by class XII students at SMK Negeri 1 Hilimegai, Department of Construction and Property Business. Below are presented the results of the analysis of spelling errors in writing job application letters by class XII students at SMK Negeri 1 Hilimegai, majoring in construction and property business.

Table 1

Recapitulation of Spelling Assessment Aspects in Writing Job Application Letters by Class XII Students of SMK Negeri 1 Hilimegai, Construction and Property Business Department

Number of students: 20 people

Aspect	Amount	Percentage
Capital letters	11	55%
Punctuation Points	8	40%
Comma Punctuation	7	35%

The results of the analysis of the use of systematics by XII class students of SMK Negeri 1 Hilimegai, Department of Construction and Property Business, found errors, namely capital letters as many as 11 people (45%), punctuation marks as many as 8 people (40%), comma punctuation marks as many as 7 people (35%). These errors are caused by several factors including a lack of understanding of the rules for using correct spelling.

4. CONCLUSION

Based on the results of data processing, it is concluded that the ability of class XII students of SMK Negeri 1 Hilimegai, Department of Construction and Property Business, related to the use of spelling (capital letters, dot punctuation, and comma punctuation) in writing application letters has many errors. With a total of 20 students, there were 55% (11 errors) of capitalization errors, 40% (8 errors) of dot punctuation errors and 35% (7 errors) of comma punctuation errors. Of the three errors, the most common error was the spelling error. Based on the results of the research conducted, the researcher can suggest that the ability of class XII students of SMK Negeri 1 Hilimegai, Department of Construction and Property Business, in writing a job application letter is considered insufficient because errors were found in each aspect studied, so it should be improved according to the spur of Indonesian language and literature teaching by the teacher to achieve better results. The results of this study are expected to be useful for Indonesian language lovers, as a comparison material to apply Indonesian language properly and correctly, especially in writing job application letters. With this study, the researcher hopes that it can be used as a comparison material for teachers in teaching job

application letter material at school. The researcher hopes that this research can be used as reference material for further research.

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