

**AN ANALYSIS OF THE STUDENTS' ABILITY IN WRITING
PERSONAL LETTER AT THE ELEVENTH GRADE
IN SMK N 5 PADANG**

THESIS



By:
NADIA PAHIRA
2010013121014

**ENGLISH DEPARTMENT
THE FACULTY OF TEACHER TRAINING AND EDUCATION
BUNG HATTA UNIVERSITY
PADANG
2024**

UNIVERSITAS BUNG HATTA

**AN ANALYSIS OF THE STUDENTS' ABILITY IN WRITING
PERSONAL LETTER AT THE ELEVENTH GRADE
IN SMK N 5 PADANG**

THESIS

*Submitted to Fulfill a Partial Requirement for Getting an S-1 Degree
at the English Department of the Faculty of Teacher Training and
Education Bung Hatta University*



By:
NADIA PAHIRA
2010013121014

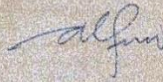
**ENGLISH DEPARTMENT
THE FACULTY OF TEACHER TRAINING AND EDUCATION
BUNG HATTA UNIVERSITY
PADANG
2024**

HALAMAN PERSETUJUAN SKRIPSI

Nama : Nadia Pahira
NPM : 2010013121014
Program Studi : Pendidikan Bahasa Inggris
Fakultas : Keguruan dan Ilmu Pendidikan
Judul Skripsi : An Analysis Of The Students' Ability In Writing Personal
Letter At The Eleventh Grade In SMK N 5 Padang

Padang, 13 Agustus 2024

Pembimbing



Dr. Joni Alfino, M.Pd.

Diketahui Oleh:

Dekan Fakultas Keguruan
dan Ilmu Pendidikan

Dr. Yetty Morelent, M.Hum

Ketua Program Studi
Pendidikan Bahasa Inggris

Fitrina Harmaini, S.S.,M.A

HALAMAN PENGESAHAN LULUS UJIAN SKRIPSI

Nama : Nadia Pahira
NPM : 2010013121014
Program Studi : Pendidikan Bahasa Inggris
Fakultas : Keguruan dan Ilmu Pendidikan
Judul Skripsi : An Analysis Of The Students' Ability In Writing Personal Letter At The Eleventh Grade In SMK N 5 Padang

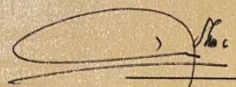
Dinyatakan **LULUS** setelah dipertahankan di depan Tim Penguji Skripsi Program Studi Pendidikan Bahasa Inggris Jurusan Pendidikan Bahasa Inggris Fakultas Keguruan dan Ilmu Pendidikan Universitas Bung Hatta pada hari Selasa, 13 Agustus 2024.

Tim Penguji Skripsi

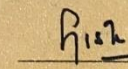
Nama

Tanda Tangan

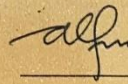
1. Drs. Khairul, M. Sc.



2. Dra. Lisa Tavriyanti, M.Pd.



3. Dr. Joni Alfino, M.Pd.



ACKNOWLEDGEMENT



Alhamdulillahirabbil'alamin. First of all, the researcher would like to express her deepest gratitude to Allah SWT who has given her the opportunity, inspiration and health so that she can complete and complete the writing of this thesis. Then, she also wanted to convey her prayers and greetings to the Prophet Muhammad SAW. Finally, the researcher completed her thesis entitled "**Analysis of the Students' Ability in Writing Personal Letter at the Eleventh Grade in SMK N 5 Padang**". The main objective of this thesis is to fulfill some of the requirements for obtaining a bachelor's degree (S1) from the Department of English, Faculty of Teacher Training and Education, Bung Hatta University.

Many parties have helped and provided suggestions, support and motivation to researcher to complete this thesis. Therefore, the researcher would like to thank her supervisor: Dr. Joni Alfino S.Pd. M.Pd who has provided her time, guidance, input and expertise so that researcher can complete the writing of this thesis. The researcher also conveyed this to her supervisor: Drs. Khairul Harha M.Sc and Drs. Lisa Tavriyanti S.Pd. M.Pd who has provided a lot of advice in writing this thesis.

Then the researcher expressed her deepest appreciation to Dr. Hj. Yetty Morelent, M.Hum. as Dean and Dra. Hj. Zulfa Amrina, M.Pd, as Vice Dean of the Faculty of Teacher Training and Education of Bung Hatta University, to Fitriana Harmaini, S.S., MA, as the Head of the English Department, as well as all the lecturers who have taught and guided her while studying at the English

Department at Bung Hatta University. The researcher would like to thank Dr. Yuhelfa S.Pd as one of the English Teachers at SMK N 5 Padang who has helped the researcher. The researcher also thanks her beloved parents, Arpan and Hadijah, for all their motivation, support and prayers so that the researcher can complete this thesis. Researcher also thanked her brother, Haffiz Apandi, for her support.

The researcher also thanks the second scorer named Anisa Okiana who helped the researcher in calculating the raw score data and provided support to the researcher to complete the writing of this thesis. The appreciation also goes to her beloved friends Imam Hanafi Ar-rasyid, Nur Annisa Kalsum, Maisharah Turmizi, Erdia Majholla, Lulu Karissa, for their endless love, motivation, support, and prayer to finish this thesis. The researcher also would like to thank all his classmates in the English department at Bung Hatta University.

Finally, the researcher hopes that this research can be useful and can provide other motivation. The researcher realizes that this thesis is still not perfect, and the writer hopes for suggestions and criticism from readers.

Padang, 13 August 2024

The Researcher

NadiaPahira

ABSTRACT

Pahira, N. 2024. "An Analysis of the Students' Ability in Writing Personal Letter at the Eleventh Grade in SMK N 5 Padang"

Advisor : Dr. Joni Alfino S.Pd. M.Pd

The purpose of this research is to analyze the students' ability in writing a personal letter at the eleventh grade in SMK N 5 Padang. This research design was a descriptive, using quantitative method. The population of this research was the second-grade students at SMK N 5 Padang. The researcher took 10% of each class as sample. Convenience sampling technique was used in this research to collect the data and the sample was class 11 TPM which consist of 34 students. The instrument for collecting the data in this research was a writing test. The researcher gave students 40 minutes to write a personal letter. To make the test reliable, the researcher used the inter-rater method. The results of data analysis showed that correlation coefficient the test was 0,80, it means the test was reliable. Then the test is valid in terms of content because the material about personal letter has been covered in the curriculum and syllabus that has been learned by the students.

The result showed that there were 19 (55.88%) students who had high ability and 15 (44.12%) students had low ability to write a personal letter. In detail, 15 students (55.88%) had high ability, 19 students (55.88%) had low ability to using content in personal letter. 15 students (44.12%) had high ability, 19 students (55.88%) had low ability to grammar personal letter. 13 students (38.24%) had high ability, 21 students (61.76%) had low ability to organize. 28 students (82.35%) had high ability, 6 students (17.65%) had low ability to use vocabulary in writing. 20 students (58.82%) had high ability, 14 students (41.18%) had low ability in writing personal letter.

Based on the result of data analysis, it can be concluded that students' ability in writing personal letter was high. In this regard, the research aims to propose some suggestions to English teachers, students, and future researchers. English teachers should be more active in encouraging students to practice their writing skill. The students should be more focused on paying attention when the teacher explains the material about personal letter and should do more exercise of write it. Finally, future researcher will be advised to conduct research on personal letters with more creative learning methods as well as research on difficult problems experienced by students in improving content, organizing grammar, vocabulary and mechanisms in writing personal letters.

Keywords: *Ability, Content, Grammar, Organization, Vocabulary, Mechanics, Personal Letter*

LIST OF CONTENTS

ACKNOWLEDGMENT	i
ABSTRACT.....	iii
LIST OF CONTENTS.....	iv
LIST OF TABLES	vi
LIST OF APPENDICES	vii
CHAPTER 1 INTRODUCTION	1
1.1 Background of the Problem	1
1.2 Identification of the Problem.....	3
1.3 Limitation of the Problem	4
1.4 Formulation of the Problem	4
1.5 Research Questions	4
1.6 Purposes of the research.....	5
1.7 Significance of the Research	5
1.8 The Definition of Key Terms	5
CHAPTER II REVIEW OF RELATED LITERATURE	7
2.1 Writing	7
2.1.1 Definition of Writing	7
2.1.2 Purpose of Writing.....	8
2.1.3 Definition of Writing Ability	10
2.2 Personal Letter.....	11
2.2.1 Definition of Personal Letter	11
2.2.2 Purpose of Personal Letter	11
2.2.3 Structure of Personal Letter	12
2.3 Theoretical Framework	16
CHAPTER III RESEAERCH METHOD	17
3.1 Research Design.....	17
3.2 Population and Sample	17
3.3 Instrumentation	19
3.4 Technique of Collecting Data	21
3.5 Technique of Analyzing Data	23
CHAPTER IV FINDINGS AND DISCUSSION.....	25

4.1 Findings.....	25
4.1.1 The Students' Ability in Writing Personal Letter at the Eleventh Grade in SMK N 5 Padang.....	25
4.1.2 The Students, Ability in Writing Content in Writing a Personal Letter	26
4.1.3 The Students' Ability in Applying the Grammar in Writing a Personal Letter.....	26
4.1.4 The Students' Ability in Applying the Organization in Writing a Personal Letter	27
4.1.5 Students' Ability in Applying the Vocabulary in Writing a Personal Letter.....	28
4.1.6 Students' Ability in Applying the Mechanics in Writing a Personal Letter.....	29
4.2 Discussion	30
4.2.1 The Students' Ability in Writing Personal Letter at the Eleventh Grade in SMK N 5 Padang	30
4.2.2 The Students' Ability in Writing Content a Personal Letter	30
4.2.3 The Students Ability toWrite The Grammar a Personal Letter.....	31
4.2.4 The Students' Ability to Write The Organization a Personal Letter.....	31
4.2.5 The Students' Ability to Write The Vocabularya Personal Letter.....	31
4.2.6 The Students' Ability to Write The Mechanics a Personal Letter.....	32
CHAPTER V CONCLUSIONS AND SUGGESTIONS.....	33
5.1 Conclusions.....	33
5.2 Suggestions	34
REFERENCES.....	35
APPENDICES	37

LIST OF TABLES

Table 3.1 The Table of Population.....	18
Table 3.2 The Scoring Rubric of Writing.....	21
Table 3.3 The Classification of Students' Ability.....	22
Table 3.4 The criteria for achieving learning objectives of SMK N 5 Padang.....	24
Table 4.1 The Percentage of Students Ability in Writing a Personal Letter	25
Table 4.2 The Percentage of Students Ability to Write Content a Personal Letter	26
Table 4.3 The Percentage of Students Ability in Applying the Grammar in Writing a Personal Letter.....	27
Table 4.4 The Percentage of Students Ability in Applying the Organization in Writing a Personal Letter.....	28
Table 4.5 The Percentage of Students' Ability to Applying the Vocabulary in Writing Personal Letter	29
Table 4.6 The Percentage of Students' Ability to Applying the Mechanics in Writing Personal Letter	30

LIST OF APPENDICES

Appendix 1:Instrument	37
Appendix 2: The Students' Scores in Writing Personal Letter by First Scorer	38
Appendix 3: The Students' Scores in Writing Personal Letter by Second Scorer.....	39
Appendix 4: The Calculation of the Test Realibity	40
Appendix 5: Average Scores	42
Appendix 6: The Students' Score in Applying the Content in Writing a Personal Letter.....	44
Appendix 7: The Students' Score in Applying the Grammar in Writing a Personal Letter	46
Appendix 8: The Students' Score in Applying the Organization in Writing a Personal Letter	48
Appendix 9: The Students' Score in Applying the Vocabulary in Writing a Personal Letter	50
Appendix 10: The Students' Score in Applying the Mechanics in Writing a Personal Letter	52
Appendix 10: The Research Documentation	54
Appendix 11: The Research Documentation	55
Appendix 12: The Research Permission Letter	56

CHAPTER 1

INTRODUCTION

This chapter discusses the background of the problem, identification of the problem, limitation of the problem, formulation of the problem, research question, significance of the study, and definition of key terms.

1.1 Background of the Problem

English is the fastest-growing language in the modern world, and it serves as a language of commerce by connecting the East and West, as well as the North and the South (Rao, 2019). English is also the language most commonly used in a wide range of sectors, including economics, business, science, technology, social studies, education and culture. The wide spread of English requires us to learn it in the education field. Marzulina et al (2018) argue that English is one of the compulsory subjects in Indonesia's school system. At schools, students ideally study English subjects in four basic skills: listening, speaking, reading, and writing. English is a foreign language that must be studied in schools, particularly at the high school level.

Writing is one of the four skills that students must develop when learning English. Writing is vital to a student's success in school. However, many students have difficulty mastering writing skills. Writing skills are not just about writing words into meaningless sentences or paragraphs. Tarigan (2013) explains that good writing reflects the ability to write clearly and not vaguely, have meaning, be coherent, careful, objective, and always follow rules. As a result, if students want to understand English, they must learn to improve their writing skills.

One of the basic competencies taught in the second semester of class XI is writing personal letters. Writing activities aim to improve students' ability to express ideas using appropriate language in writing so that students can write Personal Letters correctly. According to Semi (2013), a personal letter is a letter whose contents relate to personal matters being sent by someone to a family member, colleague, or person known personally. Soedjito & Solchan (2016) Personal letters are letters that contain personal problems addressed to family, friends, or acquaintances. Personal letters have the following characteristics: easy to distinguish from other letters. The type of language that is familiar and relaxed is characteristics that are easiest to find in a Personal Letter. You can write personal letters in English make students interested in learning because writing requires a lot of things to do academically accepted. Currently, not all students are able to express their ideas in writing.

Based on previous research conducted by Arnelia & Syahrul (2021), they found five aspects of students' problems in writing personal letters, namely writing content, grammar, organization, vocabulary, Lastly, mechanical issues. Class XI students at SMKN 5 Padang practically experience the same problem, this is supported by the researcher's teaching experience for three months. Researcher found several problems in writing personal letters, the majority of students considered writing to be quite challenging in terms of content, grammar, organization, vocabulary and mechanics of personal letter.

Based on the explanation above, the researcher is interested to conduct a study entitled *“An Analysis Of The Students’s Ability In Writing Personal Letter At The Eleventh Grade In SMK N 5 Padang”*.

1.2 Identification of the Problem

Based on this background, we can see several students' problems in writing personal letters. The first problem is that students are unable to develop or express their content ideas into good writing. The second problem is students' grammatical errors in writing personal letters. According to Hirai (2010), grammar is a way of organizing sentences and create good language. Students often feel confused about using correct grammar because there are quite a lot of grammatical features and tenses in English. The third students sometimes write letters that are not appropriate to the organization, such as not writing the date of the letter, the address of the greeting letter or the name of the sender, etc. The fourth problem is vocabulary. According McKeown & Curtis (2014) stated that vocabulary is knowledge of the meaning of words . the lack of vocabulary and information makes it difficult for students to develop ideas, so they only write down the same ideas, making them stuck on one idea.

The Fifth, students are less precise in using mechanics, namely spelling, use of capital letters, and punctuation. When writing a personal letter, you must pay attention to punctuation because if students do not use punctuation correctly it will create a different meaning and make the reader confused. The use of capital letters must be appropriate to their use, but this is often ignored by students.

Based on the explanation above, the mistakes that often appear in students' writing deal with the use of content, grammar, organization, lack of vocabulary, and mechanics.

1.3 Limitation of the Problem

Based on the problem identification above, the researcher limited the research problem to writing ability, especially focused on content, grammar, organization, vocabulary, and mechanics of a personal letter in writing the personal letter at SMK N 5 Padang.

1.4 Formulation of the Problem

Based on the Limitation above, the formulation of this research problem is "How is students' ability to write personal letters in the eleventh grade of SMK Negeri 5 Padang"

1.5 Research Questions

Based on the formulation of the problem above, the research questions that will be answered are as follows:

1. How is the student's ability in writing personal letter focused on content?
2. How is the student's ability in writing personal letter focused on grammar?
3. How is the student's ability in writing personal letter focused on organization?
4. How is the student's ability in writing personal letter focused on vocabulary?
5. How is the student's ability in writing personal letter focused on mechanics?

1.6 Purpose of the research

Based on the formulation and research question above, The general purpose are in the following:

1. To describe the student's ability in writing personal letter focused on content.
2. To describe the student's ability in writing personal letter focused on grammar.
3. To describe the student's ability in writing personal letter focused on organization.
4. To describe the student's ability in writing personal letter focused on vocabulary.
5. To describe the student's ability in writing personal letter focused on mechanics.

1.7 Significance of the Research

The result of the study is anticipated to be useful for teachers, students and other future researchers. For teachers, they can get empiric data on students' ability in writing personal letter. This information can be considered for improving their teaching learning process. For students, they know their own ability in writing personal letter and it also can improve their writing ability. For the next researchers, they can use the result of this study as a reference for future related research.

1.8 The Definition of Key Terms

- 1) Ability refers to the performance of eleventh-grade students at SMK N 5 Padang in writing personal letters well and correctly.
- 2) Writing refers to the creation of personal letters carried out by eleventh grade students at SMK N 5 Padang.
- 3) Personal Letters refer to letters containing personal information such as expressions of feelings, experiences and personal stories by class XI students at SMK N 5 Padang.
- 4) Mechanics refers to punctuation, spelling and capital letters used by class XI students at SMK N 5 Padang.
- 5) Grammar refers to the language structure for making personal letters by class XI students at SMK N 5 Padang.
- 6) Vocabulary refers to the words used by class XI students at SMK N 5 Padang in developing ideas for writing personal letters.
- 7) Organization refers to the structure of writing personal letters by students XI SMK N 5 Padang.
- 8) Content refers to the ideas conveyed in a personal letter by class XI students at SMK N 5 Padang.