An Analysis of Students' Error in Writing Application Letter at XII Grade in SMK 1 Ranah Batahan

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A B S T R A C T

There were student problem foun at SMKN 1 Ranah Batahan which consist of TP, TAV, TKJ and OTKP. Some students errors commited in misformation and some others did errors in format application lette. This research used a descriptive quantitative. The populations of this research were 105 of XII Grade students of SMKN 1 Ranah Batahan which consist of TP, TAV, TKJ and OTKP. The researcher used purposive sampling to determine because the researcher has some consideration to determine the samples. The researcher chose one of fourth classes as the sample. The sample in this research was 24 students. The tehnique of the data collection in this research was students worksheet of writing application letter. To analyze the data collected the researcher used steps by Ellis in journal Rizki Ananda namely selection, identification, classify and to calculate the data using the formula by sugiono namely: P=f/Nx 100%. The result of the research showed that students' error in writing application letter at XII grade in SMKN 1 Ranah Batahan were 149.4 errors. First, there were 62 errors in misformation which were 41% of total errors. Second, there were 50.2 errors in omission which were 34% of total errors. Third there were 26.3 error in addition which were 18% of total errors. There were errors 10.9 errors in misordering which were 7% of total errors. Furtheremore, the dominant errors in this research was missformation which were 41% of total errors.

Abstrak

Terdapat permasalahan siswa yang ditemukan di SMKN 1 Ranah Batahan yang terdiri dari TP, TAV, TKJ dan OTKP. Beberapa siswa melakukan kesalahan dalam salah informasi dan beberapa lainnya melakukan kesalahan dalam format surat lamaran Penelitian ini menggunakan deskriptif kuantitatif. Populasi penelitian ini adalah 105 siswa kelas XII SMKN 1 Ranah Batahan yang terdiri dari TP, TAV, TKJ dan OTKP. Peneliti menggunakan purposive sampling dalam penentuannya karena peneliti mempunyai beberapa pertimbangan untuk menentukan sampel. Peneliti memilih salah satu dari keempat kelas sebagai sampel. Sampel dalam penelitian ini adalah 24 siswa. Teknik pengumpulan data dalam penelitian ini adalah lembar kerja siswa menulis surat lamaran. Untuk menganalisis data yang terkumpul peneliti menggunakan langkah-langkah Ellis dalam jurnal Rizki Ananda yaitu memilih, mengidentifikasi, mengklasifikasikan dan menghitung data menggunakan rumus menurut sugiono yaitu: P=f/Nx 100%. Hasil penelitian menunjukkan kesalahan penulisan surat lamaran kerja siswa kelas XII SMKN 1 Ranah Batahan sebanyak 149,4 kesalahan. Pertama, terdapat 62 kesalahan dalam misformation yang merupakan 41% dari total kesalahan. Kedua, ada 50,2 kesalahan dalam penghilangan yang merupakan 34% dari total kesalahan. Ketiga ada 26,3 kesalahan tambahan yang merupakan 18% dari total kesalahan. Ada kesalahan 10,9 kesalahan dalam kesalahan pemesanan yang merupakan 7% dari total kesalahan. Selain itu, kesalahan yang dominan dalam penelitian ini adalah kesalahan formasi sebesar 41% dari total kesalahan.

1. Intoduction

Writing is a medium of human communication that involves of the repetition of language with symbols. Writing system is not themselves human languages, it means of rendering a language into a form that can be reconstructed by other human. Nunan said that, writing is the metal work of

inventing ideas, thinking how to express them, and organizing them into statements and paragraphs that will be clear to a reader (Nunan, 2003). It means that writing is inventing ideas and expressing the idea through the paragraph.

Writing is a productive skill, so that writing is one of important skills by the students in learning English. According to Walsh, writing is important because it's used extensively in higher education and in the workplace. If students do not know how to express themselves in writing, they will not be able to communicate well with professors, employers, peers, or just about anyone else.(Walsh, 2012) So that, writing is important because it's productive skill that is able to communicate well with other people.

In curriculum of senior high school, English is an important subject and in English the students learn writing. In writing, the student learns about letter. According to Adlan and Tanzili in Helmi, letter is communication tool, which is a piece of paper, is used to convey the statement or information in written form, from one person to another (Helmi, 2012). Next, Barton & Hall state that letter is a written message from one party that contains some information. However, the letter can be used to mediate a huge range of human interaction. The letter can narrate experiences, dispute points, describe situations, offer explanations, and give instruction (Barton & Hall, 2000). We can see that, letter is a communication tool that used to convey the information in written form.

One of letters that students have studied is an application letter, where the application letter is include in a formal letter. According to Field in Arista, in writing formal letter, the same rules apply as in personal letter but this one will, if possible, be typed and there are other rule (Arista. & Et, 2016). Next, Mayer said that application letter is used to apply for specific job and always goes with resume (Mayer, 2011). Third, Debasish and Dash stated that application letter are design in the manner as sales letter (Debasish. & Et, 2009). It means that, application letter is include in a formal letter and is used to apply for specific job.

There were several differences format for letter. According to Wilson and Wauson, there are several structures in application letter. First, applicant address, this letter should indicate the applicant address. Second, date. In this letter we should wrote the date when the application letter was written. Third, company address, it should use complete tittle and address. Fourth, greeting, in this letter ? to write directly to the person in charge of hiring. Fifth, opening paragraph, it was to specify which job that applicant applying for or if they were writing to inquire whether a job position was open, question the availability of an opening. Sixth, middle paragraph or body, this paragraph should be shown the application work experience which most closely matches the desire job requirements presented in the job opening advertisement and should not simply restate what was contained in the applicant resume but give strong reason why application are suited the position. Seventh, closing paragraph, this closing paragraph is ensure action on the part of the reader. One possibility was to ask for an interview appointment time. Last, signature, it could be thanks and sign (Wilson & Et, 2010). It can be concluded that, there are several structures in the application letter such us applicant address, date, company address, greeting, opening paragraph, middle paragraph or body, closing paragraph, and signature letter.
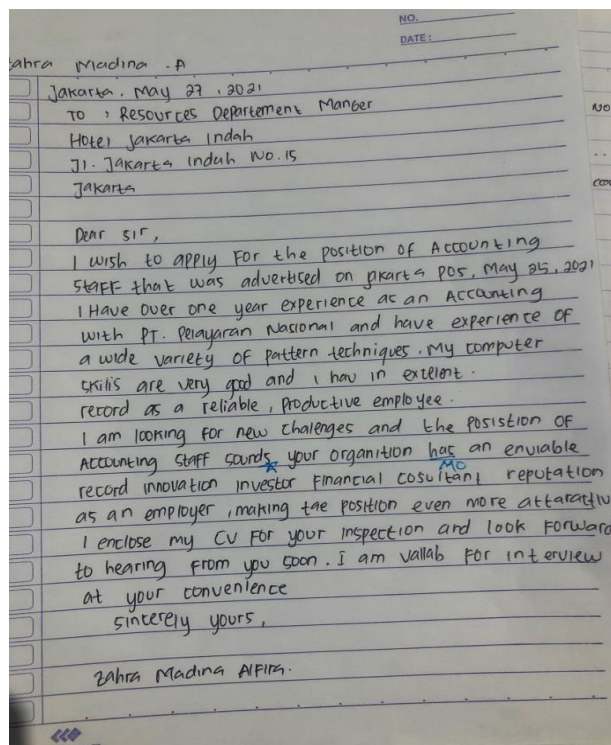
In learning to writing a letter in foreign language, there is a possibility of an error in writing due to differences in writing structure between foreign language and mother language. According to Hidayah, error is deemed as systematic since errors committed by the users of the language reveal their underlying knowledge or competence of the language (Hidayah, 2013).

When we discuss about error, Corder in Edorgan said that there are four categories of error such as: First, Omission of some require element. Second, Addition of unnecessary or incorrect element. Third, miss-formation of an incorrect element. Last, miss-ordering of the elements.

There are a difference between error and mistake. According to arista, there were a differences between error and mistake. Mistake can be done due to inconsistency and can be self-corrected while error is systematic problem happen due to incompetence foreign langue learning in learning target language. Next, Mourtga in Abushihab said that error and mistake are different. Error cannot be self-corrected and is caused by learner's inadequate knowledge target language while mistake is can be self-corrected. It means that there are difference between error and mistake while error cannot be self-corrected and mistake can be self-corrected.

Error is can not be self-corrected, so that it need to be corrected by the teacher or expert. The way to correct error is by using an analysis. According to Al Badawi, error analysis is an applied linguistics approach used to identify areas of great difficulty for second language learner. Next, Corder in Ananda state that error might useful in several ways such as: First, they provide the teacher information about how much the learners have learnt. Second, they provide the teacher or the researcher with the evidence of how much the learners have learnt. Third, they serve as device by which the learners can be discovered or learn the rules of the target language.(Anada & Et, 2014b) It can be concluded that error analysis is useful for the teacher to find out the progress of their students.

Based on the students worksheet, the researcher found some several problems in students' writing. First, there was a student error in misformation We can see on the figure below :

Source: Student's Worksheet from the Teacher's of SMK 1 Ranah Batahan

Figure 1. Example of Student's Error in Misformation

Based on the worksheet from Zahra Madina from Otomisasi tata kelola perkantoran above, we can see that the sentence " your organization has an enviable" is incorrect. The correct sentences is " your organization is an enviable. It means that, there was an error in Misformation.

Second, there were some students errors in writing application letter especialy in format application letter. We can see that in which following below:
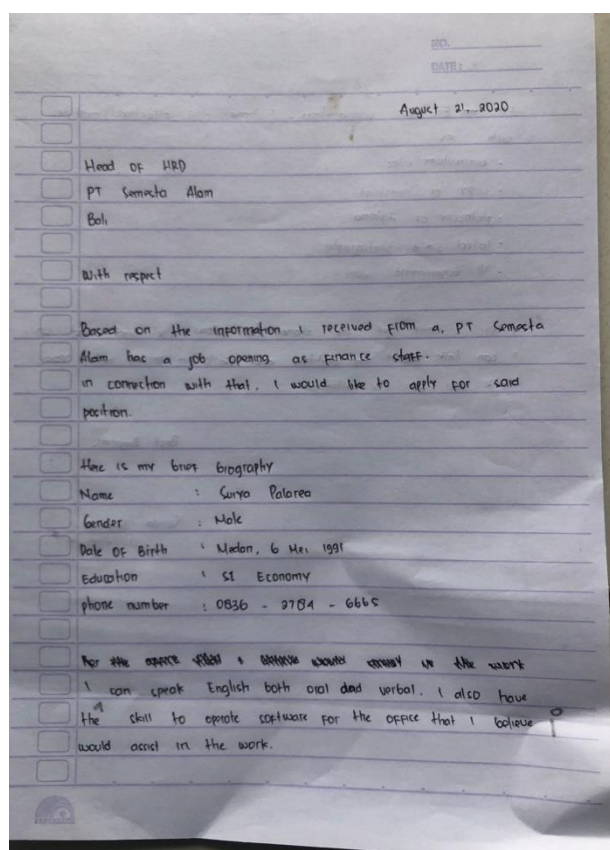
Figure 2. Example of students error in formating application letter
Source: Student's Worksheet from the Teacher's of SMK 1 Ranah Batahan

Based on the students worksheet above, we see that in the first format of application letter it should be applicant address but in this worksheet the student did not write aplicant address while he wrote date in the first formating application letter.

Based on the explanation above, the researcher was interested in doing descriptive research with the title "An Analysis of Students' Error in Writing Application Letter at XI grade in SMK 1 Ranah Batahan.

2. Research Method

2.1. *Design of The Research*

In conducting the research, the researcher used descriptive quantitative research. According to Creswell, Quantitative research is an approach for testing objective theories by examining the relationship variables. These variables, in turn, can be measured, typically on instruments, so that numbered data can be analysed by using statistical procedures (Creswell & Jonh, 2014).

This research aimed to describe the kind of the classification and dominant of error that made by the student in writing application letter. In this research focused in error analysis on the omission, addition, mis-formation, and mis -ordering.

2.2. *Population And Sample*

2.2.1 *Population*

The population of this research were students grade XII in SMK 1 Ranah Batahan. There were four classes that consist of 105 students. According to Sugiyono, Population is a generalization area consisting of objects or subjects that have certain qualities and characteristics determined by

researchers to be studied and then draw conclusions (Sugiyono, 2015) It means that the population is a whole object or subject that will be studied and draw the conclusion.

<p style="text-align:center">Tabel 1. students grade 12 in SMK 1 Ranah Batahan</p>

No	Major	Total
1	Teknik Pengelasan	27
2	Teknik Audio Visual	25
3	Teknik Koputer dan Jaringan	29
4	Otomatisasi Tata kelola Perkantoran	24
Total		1O5

<p style="text-align:center">(Source: Tata usaha SMKN 1 Ranah Batahan</p>

2.2.2 *Sample*

Based on the data above it can be seen that the data of the population was more than 105 students. According to Sugiyono, sample is a part of the total and characteristic that exists in the population (Sugiyono, 2012). According to Gay the minimum sample size depend on the type of the research.

In this research, the researcher used the purposive technique sampling (Gay, 2019). Purposive sampling also referred to as judgement sampling, is the process of selecting a sample that is believe to be representative of a given population. In other words, the researcher selected the sample using the experience and knowledge of the group to be sampled (Gay, 2019).

In this research, the researcher took Otomatisasi Tata Kelola Perkantoran class as a sample, why the researcher chose Otomatisasi Tata Kelola Perkantoran class because based on what the teacher who taught there said: Otomatisasi Tata Kelola Perkantoran class is the one who makes a lot of mistakes in writing application letter the Otomatisasi Tata Kelola Perkantoran. There were 24 studentss in the class Otomatisasi Tata Kelola Perkantoran. So, the sample used for this research is 24 documents.

2.3. *Instrumentation*

In this study, the researcher used documentation of application letter worksheet as the instrument to find out error analysis in application letter. According to sugiyono documentation is a record of events that have passed in the form of writing, pictures, or monumental works of someone.

2.4. *Technique of Data Collection*

In this study, the researcher collected worksheet application letter of students. After that the researcher analyzed of error in omission, mis-formation, addition, and mis-ordering in from worksheet application letter of students in by using descriptive design.

2.5. *Technique of Data Analysis*

The reseacher will use step by Ellis in journal Rizky Ananda that are:

1. The selection of the students writing application letter

2. The identification of errors in the student's writing application lette

3. The classify the errors

4. The last stage was to count use by sugiono that is:

$$P = f/N \times 100\%$$

In which:

P= Percentage of the presence of a certain type of error

f=The frequency of the presence of a certain type of error

N=Total number of all errors (Anada & Et, 2014a).

3. Finding and Discussion

3.1. Finding

In this chapter, the researcher provided the result of the research that was gathered from the sample. The sample of this study were 24 students of the 12th grade of SMK Pasaman Barat. The instrument of this research was documentation of the students' exercise of writing application letter. The researcher provided the result of the research into two sections which were description of the data and analysis of the data.

3.1.1 *Description of the Data*

Based on the 24 documentation of the students' exercise of writing application letter, the researcher analyzed 4 errors in their writing. They were omission, addition, misformation, and misordering. These documents was checked by 3 raters, calculation of the error by 3 raters can be viewed on the table below:

Tabel 2. Students' Error in Writing Application Letter

No	Name	Omission	Addition	Misformation	Misordering	Total
1	MD	4,6	1,3	3,0	0,0	8,9
2	DE	2,6	1,0	1,6	0,0	5,2
3	P	3,0	3,0	1,6	0,0	7,6
4	Z	1,6	1,3	2,3	0,0	5,2
5	NA	2,6	0,6	1,6	1,3	6,1
6	ZM	2,6	0,6	1,6	0,6	5,4
7	HR	2,0	1,3	3,3	0,3	6,9
8	LH	0,6	0,6	4,0	0,3	5,5
9	JP	0,0	1,0	2,0	1,6	4,6
10	DR	2,0	1,3	2,6	0,6	6,5
11	DS	0,0	2,6	4,6	0,0	7,2
12	SP	1,6	0,0	3,3	0,3	5,2
13	ML	2,0	1,3	2,3	0,0	5,6
14	FP	1,3	1,3	3,3	0,6	6,5
15	MG	1,3	1,3	1,0	0,3	3,9
16	NA	1,6	2,3	2,0	0,6	6,5
17	AH	2,0	0,3	4,3	0,3	6,9
18	DA	3,3	0,6	1,3	0,3	5,5
19	T	2,6	0,3	2,0	0,6	5,5
20	AS	2,0	0,0	3,0	1,0	6,0
21	AF	4,6	1,0	3,0	1,0	9,6
22	RS	3,3	0,0	2,0	0,6	5,9
23	RA	2,0	2,0	3,3	0,3	7,6
24	SW	1,0	1,3	3,0	0,3	5,6
	Total	50,2	26,3	62,0	10,9	149,4
	Average	2,1	1,1	2,6	0,5	1,6

Based on the table above, it can be seen that there were 149,4total error that all of the students made when writing application letter. 62 of them were misformation error, 50,2 of them were

omission error, 26,3 of them were addition error, and 10,9 of them were Misordering error. Furthermore, it also can be seen that the average of each students made error was 6,1 where 2,8 of them were omission error, 1,2 of them were addition error, 1,3 of them were misformation error, and 1,0 of them were Misordering error. The data above can also be viewed on the figure below:
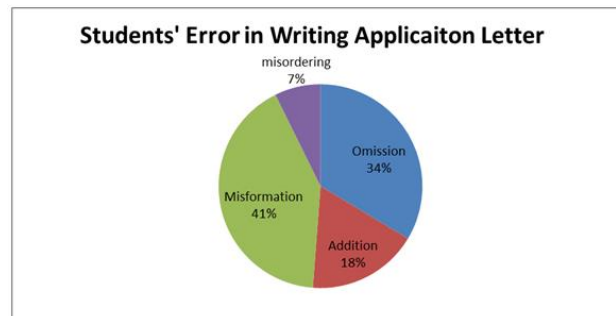

Figure 3. Students' Error in Writing Application Letter

According to the figure above, there were total 44% omission error, 19% addition error, 21% misformation error, and 16% Misordering error.

3.1.2. *Analysed of the Data*

In this section, the researcher analyzed the each error of the students' writing

a. Omission Error

Omission errors are characterized by the absence of an item that must appear in a well-formed utterance/sentence

Tabel 3. Example of the Students' Error

No	Students' Sentence	Correct Form
1	...Will benefit as cashier	Will be benefit
2	...that you has advertise	Advertised
3	...On the 21 Desember 2021	21st
4	...i would like to aply	Apply
5	... i am looking forward	Forward

Based on the example above, it can be concluded that most of the students' omission error were related with spelling. The tudents tend to omit a letter on a certain word such as advertised, 21st, apply, and forward. However there was also omission of a certain item such as be.

b. Addition Error

Addition errors are the opposite of omission. They are characterized by the presence of an item, which must not appear in a well – formed utterance/sentence.

Based on the analysis of the students' document, some of the students' addition can be viewed on the table below:

Tabel 4. Example of the Students' Error

No	Students' Sentence	Correct Form
1	... for the possition of librarian	Position
2	... for your consideration	Consideration
3	... the experience from fields	Field
4	... i believe you needs me	Need
5	... i wanted to applied	Want & apply

According to the table above, the students tend to make error related with spelling such as the word position, consideration, field, need, and apply. Furtheremore, there were also grammar related addition mistake such as wanted instead want or applied instead of apply.

c. Misformation

Misformation errors are characterized by the use of the wrong form of the word or structure. Based on the analysis of the students' document, some of the students' misformation can be viewed on the table below:

Tabel **5**. Example of the Students' Error

No	Students' Sentence	Correct Form
1	... according to the post in @Loker_pasaman	On
2	... based on the information that i get....	Got
3	...that you has...	Have
4	... Based on the status from the internet	Post
5	... able to operate media social good	Well

Based on the table above, it can be seen that the students tend to make misformation error because they do not know the correct vocabulary for the passage, such as the use of prepeositin, the correct tenses, or the correct choice of word.

d. Misordering

Misordering is characterized by the incorrect placement of a morphemes, word or group of word in a sentence. Based on the analysis of the students' document, some of the students' misordering can be viewed on the table below:

Tabel **6**. Example of the Students' Error

No	Students' Sentence	Correct Form
1	...good skill communication	Communication skill
2	... i send also files such as...	I also send
3	... the advertisement i see that	That i see
4	... with the management library	Library management
5	... i can be a good teacher tahfiz	Tahfiz teacher

According to the table 7, it showed that the students made misordered error related the word order of a certain phrase such as communication skilll, that i see, library management, and teacher tahfiz.

Based on the analyzing of the four error that students made, the researcher concluded the finding into the figure below:
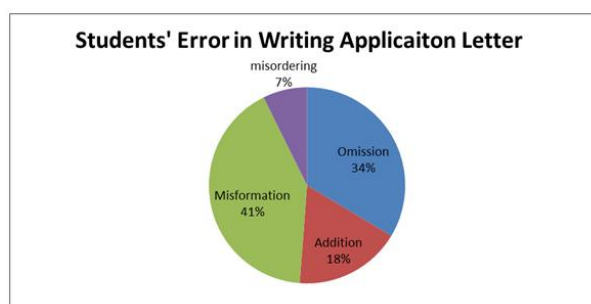

Figure 4. Students' Error in Writing Application Letter

According to the figure above, there were total 41% error misformation, 34% omission error, 18% addition error, and 7% Misordering error. As the conclusion, the worst error the students made was omission error where the students omitted a certain item/spelling while writing the application letter. Then followed by misformation error as the second, addition error as the third, and misordering error as the last.

3.2. Discussion

Based on the finding of the research was to find out the level of students errors in writing application letter of students grade XII from SMKN 1 Ranah Batahan. The researcher was completed research question which was: how was the level of students errors in writing application letter. The researcher used documentatition of application letter worksheet as the isntrument in this research. The aimed of the documentation of application worksheet was to answer the reseach question. The result of the research showed that students' error in writing application letter at XII grade in SMKN 1 Ranah Batahan were 149.4 errors. First, there were 62 errors in misformation which were 41% of total errors. Second, there were 50.2 errors in omission which were 34% of total errors. Third there were 26.3 error in addition which were 18% of total errors. There were errors 10.9 errors in misordering which were 7% of total errors. Furtheremore, the dominant errors in this research was misformation which were 41% of total errors.

There is a study related to this research. The writer finds the research by Arista with the title Error analysis of Students' sentence structure in writing application letter. Her result is There were 45.03% with number 535 errors of omission, 14.06% with number 167 errors of addition, 36.03% with number 428 errors of selection, and 4.88% with number 58 errors of ordering. The dominant sentence structure error was 7.15% with number 85 errors of omission in the adverbial and adverbial complement element of the simple sentence. A lot of error in the element of the sentence structure in writing application letter caused by the omission, selection, and addition of some letter in the element. The error also caused by the application of the capital letter, punctuation, and conjunction while the error of ordering was due to the sequence of the element in the sentence structure was incorrect placed.

In line with research conducted library reseach, analisys, documentation, writing test result, questionare, and interview were used as the instrument of the data collection by Putri Kumala, the result of the reseach showed that number of erros occured was 810 errors. Omission errors had the biggest percentage of 32%. Missformasion was in the third position with the percentage of 30% while misordering errors became the lowest errors with the percentage of 1%. The factor causing errors were carelessnes(73%), first language interference (61%), translation (67%), teacher explanation and students'incomprehension about grammar.

4. Conclusions

The purpose of this research was to know the level of students error in writing application letter of SMAN 1 Ranah Batahan. Based on the finding and discussion above, it can be conclude that researcher found those error in writing application letter. The students made 41% misformation error, 34% omission error, 18% addition error, and 7% Misordering error. As the conclusion, the worst error the students made was omission error where the students omitted a certain item/spelling while writing the application letter. Then followed by misformation error as the second, addition error as the third, and misordering error as the last. It was clearly that writing the incorrect spelling was one of the worse error made by the students.

Based on the conclusion above, the reseacher comes to some suggestion to: English Teacher, Based on the finding, misordering is the worst error that made. The researcher suggest the teacher should come up with the strategies or techniques to avoid the problem in writing. The students are suggested to learn more to write a good application letter since it is important for them to apply for a

job. Writing application letter in English is needed since the english has become the international language. For the next researcher It is suggested for the next researchers who want to conduct researches related with application letter or error in writing to use different method and approach in order to come up with better finding

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