

## The Ability to Write Personal Letters on Eleventh Grade at SMKN 3 Pinrang

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### ABSTRACT

This study titled The Ability To Write Personal Letters On Eleventh Grade At SMKN 3 Pinrang. This study aims to determine the level of writing ability personal letter of class XI SMKN 3 Pinrang. The method used is descriptive analysis method with qualitative approach. Data of this study is to test write personal letters. (1) The results of this study found the ability to write the place and date of the letter student class XI SMKN 3 Pinrang (2) The ability of a salutation (3)The ability to write a personal letter student class XI SMKN 3 Pinrang (4) the ability to write greeting cover (5) The ability to write signature. Of the five aspects that I researched it can be concluded that the student class XI SMKN 3 Pinrang have the high ability with a score of 88.5.

**Key Words:** Writing Skills, Personal Letter, Students Class XI SMKN 3 Pinrang

### INTRODUCTION

Every single person needed a tool to communicate and interact each other. One way to communicate with other people is by using language. Language is a set of common sounds and symbols by which individual communicating. The function of language is transferring idea human's feeling, or sharing everything in human mind. In the world, we know that every country has different language. To accommodate these facts, the people was made using English as the International language to make it easier to communicate with other people.

The ability to communicate in English is very important in global area because English takes up a very

important position in almost any sectors of use such as business, commerce, academic field, technology and so on. Since English as a foreign language in our country, most student especially high school students are not familiar with it. Students use English more frequently only inside the class and less frequently outside the class. Because students were limited to learn English in class, and they still do not have enough encouragement to practice English outside the class in order to get familiar with English.

The students are expected to be able to communicate in English both in written and oral forms. Thus they have to master the four skills : they are listening, speaking, writing, and

listening. They should be taught skillfully and communicatively in the learning process in order to achieve the goal of Indonesia curriculum.

Writing is one of the communication means in which the writer uses the language to express the ideas, thoughts, and feelings. Most of the students are difficult to express it in the written language. Written language is complex when the students make some sentence or paragraph. According to Javed, Juan, and Nazli (2013 : 130), writing skill is more complex or complicated. Meanwhile, Forsia (2018) students have difficulties in expressing their ideas and using correct structure in written language. It means, written language is complex when the students make some sentence or paragraph. Many students cannot get and generate their own idea.

Personal letter is one of the examples of writing product that can be used as media to interact, sharing experiences and to communicate each other in written form personally (Helmi, 2012). Bodomo (2003) defines the structure of personal letter, they are; (1) Date, (2) Salutation and name of recipient, (3) Introduction, (4) Body, (5) Closure, (6) Complimentary Close, and (7) Signature.

In Indonesian lessons in class XI, Curriculum K13, material writing a personal letter summarized in the competence standard item 4, namely express thoughts and experiences in a private diary and letter, with basic competence 4.2 Write personal letters with due regard to composition, content, and language. This competency needs to be taught to students with the aim that students are capable use language to communicate in writing. In this case,

the author establish SMKN 3 Pinrang as a place to research students' abilities in writing personal letters.

According to the author's opinion, the English teacher at SMKN 3 Pinrang taught written material to students in Class XI. Therefore, the author believes that this research can be done because the author believes that class XI students already understand the meaning of writing personal letters. This research was conducted to measure the level of students' understanding of the learning material. In addition, this study also aims to monitor indicators in teaching personal letters.

The formulation of the problem in this study is (1) what is the ability level writing a personal letter for class XI SMKN 3 Pinrang. In addition, this study also aims to (1) Determine the level of ability in writing personal letters of class XI SMKN 3 Pinrang.

## RESEARCH METHODOLOGY

This study used qualitative research. The author's research method use in this research is quantitative descriptive method. Descriptive method quantitative is used to describe and assess the data related to the ability to write personal letters of class XI SMKN 3 Pinrang. The data used in this study is a numeric value It was obtained by students from the personal letter writing test for class XI students of SMKN 3 Pinrang. Meanwhile, the research instrument used to collect data is test in the form of an essay test. The essay test in this study is a writing skill test a personal letter in the form of a story.

The data analysis technique was carried out in the study, these are (1)

checking student work results. (2) giving student work scores if one of the scores is reduced. (3) calculating the percentage of ability to write letters (4) conclude the results of the study.

According to Razak (2010: 130) in terms of technical types, collection techniques data in the form of tests can be divided into several forms. The forms are referred to, among others: 1) essay form; 2) objective form; 3) multiple choice forms; 4) pair form; 5) short answer form; 6) true false form; and 7) form typical.

This data analysis technique was carried out to process the ability test result data write complex procedure text. data analysis techniques using descriptive analysis quantitative. Thus, the results of the analysis are presented in the form of numbers described in a description, the steps for converting the raw score to the finished score to determine the ability to write complex procedure text is:

1. Collecting test results the ability to write personal letters of class XI SMKN 3 Pinrang.
2. Checking the students 'test results on the students' personal letter writing skills of class XI SMKN 3 Pinrang.
3. To provide a score for the ability to write personal letters for class XI SMKN 3 Pinrang.

## RESEARCH FINDINGS

### *The Ability To Write Place And Date Of Students Letter Of Class XI SMKN 3 Pinrang*

Based on the research results, from 30 samples it can be seen the percentage of ability write the place and date of the personal letter of the XI grade students of SMKN 3 Pinrang as follows:

1. Students with high skills are 20 people or 83% of the total sample
2. Medium ability students are 8 people or 12% of the total sample.
3. Low ability students are 2 people or 3% of the total sample.

### *The Ability to Write Personal Letter Opening Greetings of Class XI Students of SMKN 3 Pinrang.*

Based on the research results, from 30 samples it can be seen the percentage of ability write the place and date of the personal letter of the XI grade students of SMKN 3 Pinrang as follows:

1. Students with high skills are 19 people or 83% of the total sample
2. Medium ability students are 6 people or 12% of the total sample.
3. Low ability students are 5 people or 11% of the total sample.

### *The Ability to Write Content of Class XI Student Letter at SMKN 3 Pinrang*

Based on the research results, from 30 samples it can be seen the percentage of ability write the place and date of the personal letter of the XI grade students of SMKN 3 Pinrang as follows:

1. Students with high skills are 15 people or 50% of the total sample
2. Medium ability students are 10 people or 25% of the total sample.
3. Low ability students are 5 people or 11% of the total sample.

### *The Ability To Write Personal Letter Closing Greetings Of Class XI SMKN 3 Pinrang*

Based on the research results, from 30 samples it can be seen the percentage of ability write the place and date of the personal letter of the XI grade students of SMKN 3 Pinrang as follows:

1. Students with high skills are 23 people or 87% of the total sample
2. Medium ability students are 5 people or 11% of the total sample.
3. Low ability students are 2 people or 3% of the total sample.

***The Ability To Write Personal Letter Signatures Of Class XI SMKN 3 Pinrang***

Based on the research results, from 30 samples it can be seen the percentage of ability write the place and date of the personal letter of the XI grade students of SMKN 3 Pinrang as follows:

1. Students with high skills are 24 people or 90% of the total sample
2. Medium ability students are 5 people or 11% of the total sample.
3. Low ability students is 1 person or 1% of the total sample.

***Data Recapitulation Ability to Write Personal Letters***

The ability to write personal letter for eleventh grade student st SMKN 3 Pinrang is obtained from a combination of writing place and date, opening greeting, body, closing greeting, and signatures.

Table 1  
Data collection result

NO	Nama Siswa	Place & Date	Opening	Body	Closing	Si gn	Total
1	Andini	10	10	10	20	20	70
2	Andi Dina Ariani	15	10	10	20	20	75
3	Anisa	20	20	20	20	20	100
4	Ernawati Ayu	15	20	20	20	20	95
5	Fitrah	10	10	10	15	20	65
6	Guntur	20	20	20	20	20	100
7	Hanifah	20	20	20	20	20	100
8	Harlank Fadhillah	15	10	10	15	15	65
9	Ilham	20	20	20	20	20	100
10	Ilman Hady	20	20	20	20	20	100
11	Irmayanti	20	20	15	20	20	95
12	Isdayanti	15	15	10	15	15	70
13	Maulana Malik	20	20	20	20	20	100
14	M. Ikbal	20	15	15	10	15	75
15	M. Rijal Abdillah S	20	15	15	10	15	75
16	M. Sukri	20	20	20	20	20	100
17	Muh. Ibrahim	20	15	15	20	15	85
18	Musdalifa	20	20	20	20	20	100
19	Nur Asmi Basri	15	15	15	20	10	75
20	Nur Fadillah	20	20	20	20	20	100
21	Nur Fatanadilla	20	20	15	20	15	90
22	Nurlili Iswana	20	20	20	20	20	100
23	Rahmawati	15	15	15	15	20	80
24	Rasti	15	20	15	20	20	90
25	Reski Aripai	20	20	20	20	20	100
26	Rika Amelia Syahrir	20	20	20	20	20	100
27	Siskawati S	20	20	20	20	20	100
28	Sri Firdayani	15	10	15	10	20	60
29	Sri Rahmadani	20	20	20	20	20	100
30	Zakia Eka Pertiwi	20	20	15	20	20	95

Based on the research results, from 30 samples it can be seen the percentage of ability write the place and date of the personal letter of the XI grade students of SMKN 3 Pinrang as follows:

1. Students with high skills are 21 people or 85% of the total sample. High ability students,
2. Medium ability students are 6 people or 12% of the total sample. Medium ability students, namely respondent 1, respondent 2, respondent 12, respondent 14, respondent 15, and respondent 19.
3. Low ability students are 3 people or 6% of the total sample. Low ability students, namely respondent 5, respondent 8, and respondent 28.

To find out the level of ability to write personal letters for class XI students of SMKN 3 Pinrang, it can be seen using the following mean formula :

$$X = \frac{\sum x}{N}$$

$$x = \frac{2657}{30}$$

$$X = 88.56 \text{ ( High )}$$

Thus, the level of ability to write personal letters of class XI student of SMKN 3 Pinrang was high with a mean of 88.56.

### CONCLUSION

Based on the research findings and discussion above, the writer concludes several points as follows:

1. The ability to write the place and date of the XI grade students letter of SMKN 3 Pinrang got an

average score of 9.0 in the high category.

2. Ability to write greetings for XI grade students of SMKN 3 Pinrang got an average score of 8.6 in the high category.
3. The ability to write the contents of the letter of the XI grade students of SMKN 3 Pinrang got an average score of 8.1 in the high category.
4. Ability to write closing greetings for XI grade students of SMKN 3 Pinrang got an average score of 9.1 in the high category.
5. The ability to write signatures of XI grade students of SMKN 3 Pinrang got an average score of 9.3 in the high category.
6. From the six aspects that the author examined, it can be concluded that the XI grade students
7. SMKN 3 Pinrang has high ability with average scores 88.5

After conducting research, discussion, and formulating conclusions from research results, the authors provide suggestions related to research then what has been done to be used as input and material for consideration concerned, among others are the results of this study, teacher creativity in the learning process write personal letters. Can be maintained and further improved for students always enthusiastic in learning to write, especially writing personal letters. And for students, students must be able to maintain existing abilities and be active practice writing personal letters. It is hoped that this research can contribute to further research, especially for students of the English.

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