A. Conclusions

Based on the need analysis from the questionnaire and the interview, it was concluded that:

1) The students of office Administration program in Grade Eleven at SMK Bina Bersaudara 1 Medan need the appropriate English Speaking materials particularly transactional and Interpersonal dialog. The English Speaking material was developed in order to increase their knowledge about how the way to express the opinion, agree or disagree in meeting, how to make a good negotiation, and giving advice related to career which can support their job in the future.

2) The score of validation from the first validator was 4.4% or 89.6% and it was categorized as relevant and the score of validation from the second validator was 4.4% or 88.2% and it was categorized as relevant. In means that the materials were valid and appropriate to use as learning materials for students of Office Administration program in Grade eleven at SMK Bina Bersaudara 1 Medan.
B. Suggestions

1) Teacher

In teaching, teacher should consider the students’ needs in choosing the learning materials. The learning process can be successful if the teacher can give the materials related to the students’ program.

2) Students

Students can use the material developed to be used in learning speaking English and find the materials related to their study program from the internet and the other books, if the existing materials provided are not appropriate to Office Administration program.

3) Other Researcher

Other researcher should find many references to support in developing speaking materials. The questions is questionnaire should be considered to give the students’ chance to deliver their wants in learning English specifically in Speaking skill.