

## CHAPTER V

### CONCLUSIONS AND SUGGESTIONS

#### A. CONCLUSIONS

After analyzing the data, the conclusions are drawn as the following;

1. Generally, the existing English speaking materials are too general with the needs of Office Administration students. In term topics, they are not suitable with Office Administration which is make the students are lack of motivation because get difficult and confuse in learning English.
2. Students of Office Administration needs speaking materials which are suitable with their major where the contents used in the course book are relevant and useful in the work situation. There are three units that developed in speaking materials for grade ten students of Office Administration, they are: Complimenting others, Showing care/sympathy, and Congratulating on Your Promotion.

The designs of the speaking materials are based on scientific approach.

The task framework is employed in structure the elements of the speaking materials, they are consist of five parts: 1) Observing, 2) Questioning, 3) Exploring, 4) Associating, 5) Communicating. In addition, there are glossary and reflection in every last page in each unit. This series of tasks are designed in order to facilitate the students to promote their speaking skill easier and faster.

## B. SUGGESTIONS

In line with the conclusions above, some suggestions are recommended as follows:

1. It is suggested that the newly developed materials should be used by the English teacher to encourage students of Office Administration to do the speaking activities in teaching and learning process that related to their major. It is important to build students' confidence first to speak because it will influence the teaching and learning process in the class.
2. Due to limited time, this research only develops three units of materials for the students. Therefore, it is expected to other researchers to develop English speaking materials for other grades and programs which have the problems with the availability of suitable English speaking materials.