CHAPTER V

CONCLUSIONS AND SUGGESTIONS

A. Conclusion

1. The students of SMKS Taman Siswa Lubuk Pakam particularly in office administration study program need the English writing materials which could support their learning activity and learning environment. Their learning activity was supposed to increase their knowledge about clerical duties and their learning environment to prepare themselves for looking a job later. Those texts provided were developed based on the syllabus used, and the time for learning is 8 hours and there are 3 texts, they are: how to use paper shredder, infocus, and bind machine. Appropriate materials that will be given or taught to the students are required in order to build the real context of the text which benefit to them because the appropriate materials show them the real situation which they face in their daily life.

2. The writing materials on general English book did not match to their needs and they are supposed to develop. The English writing materials were developed through 6 phases, they were; 1) Gathering information and data, 2) Analyzing data, 3) Designing materials based on the needs analysis, 4) Validating the new writing materials by experts, 5) Revising the new writing materials based on experts' suggestions, and 6) Revised-developing writing materials (final product).

B. Suggestion

In relation to the conclusions, the suggestions are as follows:

1. Teacher

Teachers should consider the students' needs to choose the learning materials. The learning process can be successful if the writing materials were useful for their daily life and learning environment. The teacher should use the appropriate teaching materials based on the specific vocation which is had by the students. The teachers should develop the writing materials if they found the materials were too general for the students at SMKS Taman Siswa Lubuk Pakam particularly in office administration study program which had specific needs.

2. Institution

The institution should supervise the teachers and ensure them that the writing materials supported the teaching and learning process. The institution also should find the books which match to the students' needs. The number of references of English writing materials had to be increased to ease the students learning English.

3. Other researcher

Other researchers should find many references to support in developing writing materials. The questions in questionnaire should be considered to give the students' chance to deliver their wants in learning English specifically in writing skill.