

## ABSTRACT

**Br Tarigan, Zahrotul Fajri. Registration Number: 2141121053. Developing English Writing Materials of Procedure Text for Office Administration Students at SMKS Taman Siswa Lubuk Pakam. A Thesis. English and Literature Department. Faculty of Languages and Arts. State University of Medan, 2018.**

This research was aimed to develop appropriate, interesting and attractive office administration study program in teaching procedure text for eleventh grade students of SMKS Taman Siswa Lubuk Pakam. Due to the result in the form of product, this study was categorized as Research and Development (R & D) study which adapted from Borg and Gall (1989) theory with some modifications. The subject of this study was the eleventh grade students of SMKS Taman Siswa Lubuk Pakam. In conducting this research, the procedures were gathering the data and information, conducting the need analysis, designing the materials, revising the product, and producing the final product as the development materials. The instruments of collecting data were the combination of two strategies; interview and questionnaires. The interview result was analyzed as qualitative data and the questionnaires analyzed as quantitative data. These data were needs of students covering target needs and learning needs. This study developed teaching and learning materials which only focused on procedure text taught in the odd semester. These materials was based on Curriculum 2013.

*Keywords :Developing English writing materials, eleventh grade students, procedure text, writing materials.*

THE  
*Character Building*  
UNIVERSITY