

CHAPTER V

CONCLUSIONS AND SUGGESTIONS

Based on the results and analysis of this research, some conclusion and suggestions are described as follows:

A. Conclusions

The exiting English speaking material was less relevant with the needs of the students in office administration program. In the terms of topics, they are not relevant with the office administration program. It makes the students are less motivated in learning English. The student need speaking materials are relevant with their needs where the topics or contents used in the course book are relevant and useful in their future work. And then, the design of the speaking materials are task based learning is employed in structuring the elements of the speaking materials, they are consist of pre task, task cycle and post task. This series of tasks are designed in order to facilitate the students to promote their speaking skill easier and faster. In developed speaking materials there were three units: “offers and suggestions”, “opinions and thoughts” and last “invitations”. The materials related to the office context. It was helps students in increase their speaking ability and adapted any situations in future works place as officer.

B. Suggestions

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

1. It is suggested that the English teacher of vocational should be more responsive with the need of the students. The teacher should be able and creative to provide the relevant materials to the students needs or in other words the students of office administration should be given office English conversation. The teacher can use task based learning approach in their material.
2. It is suggested that the students to use those speaking materials to improve speaking skill easier and adapted any situation in the future work place.
3. It is suggested to school to provide the appropriate English students speaking materials. The product of this study can be selected to be used in the school especially for the students of grade XI of office administration program.