

## ABSTRACT

**Mahartika, Dwi. 2122121048. Developing ESP Teaching Materials for Secretary Students of SMK BM Sinar Husni. A thesis. English and Literature Department. Faculty of Languages and Arts. State University of Medan. 2016**

Developing teaching material is the process of selecting, adapting and evaluating of teaching based on specific terms of reference. Need Analysis is very important before developing teaching materials for English for Specific Purpose. The study aims at exploring the learning needs of 30 secretary students, and developing ESP materials for secretary based on Need Analysis. The study uses Research and Developmental (R& D) is suitable way to develop the materials. Based on the evaluation, the materials teachers use in educating the students are not appropriate to the students needs. It can be seen that the students need the materials which are related to their major. The findings describe the real needs of students of ESP for secretary, the lecturers' view points on the practice of ESP instructions, and descriptions of ESP for secretary used in English speaking countries. This study focused on speaking, that related to the secretary students are about Making Reservation and Making Arrangement. The results are very significant for developer of ESP of various fields for they reflect the real needs of secretary students. It is suggested that Secretary English teaching materials should be based on the Need Analysis by ESP developer.

**Key Words:** Research and Developmental (R&D), ESP Teaching Materials, Secretary Students.

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