

CHAPTER V

CONCLUSIONS AND SUGGESTIONS

A. CONCLUSIONS

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. After analyzing the data, conclusions are drawn as the following: Speaking is the most dominant skill for the learners' need in learning English. However, other language skills such as reading, listening, and writing are also crucial for them. Functional and situational syllabuses were applied in developing the materials. The functional syllabus focuses on the function of using English in introducing self, making a short welcoming speech, giving hotel information, dealing with reservation, etc. while the situational syllabus focuses on using English in certain situations like, in the hotel, at the airport, at the travel agency, etc. The derived functional and situational syllabus and materials designs are potentially applied in real life situation to meet with secretary students' need.

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

B. SUGGESTIONS

In relations to the conclusions, suggestions are staged as the following:

1. It is suggested that the teachers and the students' needs to be considered in developing materials and syllabuses because the new materials development depend on the students' need especially in secretary students. It is suitable with the major of vocational school.
2. It is suggested that secretary teachers should apply this syllabus and materials design in order to see in efficiency and in effectiveness of the design and better improvement should be made. So the developer of the teaching materials, should be based on the student' needs.
3. It is finally suggested that other researchers should conduct further studies on deriving syllabus or material, which has very close reference to the students' needs. In order to see in efficiency and effectiveness of the materials development and to make a variety of teaching materials.

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