

## ABSTRACT

**Iman, Anggun Nurul. Registration Number: 2133121005. Developing English Speaking Materials for Grade Eleven Students of Office Administration Program At SMK Bina Bersaudara 1 Medan. A Thesis. English Educational Program. State University of Medan, 2017.**

This study aim to design English Speaking Materials needed for students of Office Administration program and develop English Speaking Materials for Grade Eleven students of Office Administration program At SMK Bina Bersaudara 1 Medan. The research was conducted by Research and Development (R & D) design through six stages; gathering information and data, conducting need analysis, writing syllabus, experts judgment and revisions, and writing final product. The subject of this research was grade Eleven students of Office Administration program consisting of 33 students. The instrumentations for collecting the data were questionnaire and interview. After analyzing the data, the researcher got the students' needs. The data were gathered by administering interview to the teacher and distributing the questionnaire to 33 respondents to get the students' needs. The interview and questionnaire results prove that the students need English Speaking materials which cointain English for Office Administration program. Thus, developing English speaking mateials were transactional and interpersonal text. Then, the dialogue texts related to their study program. The products have been validated by experts. The average scores are 4,4 from English Lecturer and 4,4 from English Teacher. It means that the developing materials categorized as relevant or appropriate for Grade Eleven Students of Office Administration Program.

**Key words:** *Research and Development (R & D), speaking materials, Office Administration Program*