

CHAPTER I

INTRODUCTION

A. The Background of the Study

Vocational high school (VHS) has specific study programs and subjects. It has function to prepare the students to face the work field right after graduated base on their study program. In learning process, the students learn base on their major, for example the automotive study program will learn about machine and the aspects, the hotel accommodation study program will learn about hotel, tourism, etc and the secretary study program will learn about all aspects about office. In this research the writer focus on secretary study program.

Secretary is one of the study programs in VHS which belong to the office administration program. This study program has aim to prepare the students to face the real life about how to be a good secretary and all the aspects about offices, such as to communicate, handle the telephone, arrange the meeting, and etc. Therefore, the graduates are expected to have good competence to compete in the global industry. One of the competences that have to be mastered is English.

Furthermore, having good English skill as secretary is an obligation, because secretary will face many different people from different background in the office. Sometime there is a guest who comes from other country, Singapore for examples, in this condition the figure of secretary who master English speaking skill is needed.

It is impossible to do communication in Bahasa Indonesia because the communication will not run well. She/he is demanded to have good communication to build good relations to their clients or guest. As good commands of English language is particularly important for those working as a secretary in an English-speaking environment (Mackay and Mounford, 2008). So, it means that secretary needs English to support their career in the work field.

The goal of studying English in VHS is to prepare the student to be able to communicate in English in the highest level. Basic communication of novice level, basic communication of elementary level, and basic communication of intermediate level are the standard of competencies in vocational high school based on KTSP (Kurikulum Tingkat Satuan Pendidikan). So, to reach the goal, the students are demanded to pass the three aspects that government have planned in curriculum.

In Indonesia, English has been used as foreign language, there are four skills which have to be mastered, they are listening, reading, writing and speaking. Speaking as the productive skill is needed in work field. Speaking is a productive skill which involves the speaker to use speech to express meanings to other people (Spratt, Pulverness, and Williams: 2005). Meaning that speaking need to build a communication to express what we fell to other people. Yet, the problem shows that many students feel difficult to apply speaking in. This condition shows that students are fail to reach the standard that government have planned in curriculum.

Based on the writer's analysis of syllabus, student's worksheet, and teacher's book, the writer found that, the purpose of speaking is to enable the students to express their opinion. The problem is about the material which is used during learning process. Material means all things that teacher uses to support teaching and learning process in the class, such as book, worksheet, video, picture and so on. The fact shows that, the material which is used by teacher is limited and not relevant to the study program. The teacher only follows the materials in the book and teach based on lesson plans. Teaching English in VHS is different from senior high school, it has to be specific based on their major. It has different standard competence and basic competent.

The standard competence and the basic competence in even semester of the grade eleven is shown in the table below.

Table 1.1 *The standard and basic competence of English in vocational high school (Even semester)*

Standard competence	Basic competence (Event semesters)
Communicating in English at Elementary Level	2.5 Telling About past and future even. 2.6 Expressing intention.

The example of conversation in the grade eleven's book:

- Namira : Where did you spend your weekend?
 Joko : Semarang. How about you
 Namira : I stayed at home watching TV. Did you have a good time there?
 Joko : Yes, of course. I had wonderful time, because I was there with my Family
 Namira : What do you think of the tourist resort in Semarang?
 Joko : Well, there are such interesting places that I want to see again. What is your opinion of TV programs?
 Namira : I like watching TV in general, but I hate to see the advertisements. They are too boring to see.

The conversation above shows one of the standard competence in syllabus which is about express intention in giving opinion. But unfortunately it is not relevant to the secretary students. ESP course is to be designed to meet the specific learning needs of a specific learner within specific time (Liton 2015). ESP defined as a teaching of English for clearly a utilitarian purpose (Mackay & Mounford 2008). In the other words, VHS material is designed based on specific leaning needs within specific time and for clearly a utilitarian purpose.

Day & Krzanowski (2011:5) stated that ESP involved and learning the specific skills and language needed by particular learner for a particular purpose. It means that Vocational students should get specific English materials in learning process based on their study program. So, they can be easy to face work filed in the future.

In SMK Tarbiah Islamiah, the use of students' worksheet is dominated. The students use students' worksheet (LKS) during learning process because the member of text book is limited. The content of students 'worksheet is also too general especially in speaking; for example in even semester there is a basic competent about Invitation, the conversation is about two friends who never met for a long time, at the end of the conversation one of them invite her friend to come to have family dinner in her house. From the example above we can see that the conversation is not relevant for secretary students' background.

The use of material in teaching English which is not relevant becomes one of the aspects why students fail to speak up and apply English speaking in daily life. In this case teacher and also the headmaster have to be able to choose English

teaching materials which will be used for their students. It must help the students to fulfill their need in the work place. They need different materials based on their background. So, the improvement and development of the students' English speaking materials is needed for them.

Based on the explanation above, the writer wants to develop English speaking materials for the grade eleven students of secretary study program at SMK Tarbiah Islamiyah. Hopefully the material can help the teacher to fulfill the students' need so that the students can improve their speaking skill.

B. The Problem of Studies

By seeing the background of study, the problems of study are:

1. What are the target needs and learning needs of grade eleven students of secretary study program at SMK Tarbiah Islamiyah?
2. How to develop the appropriate English speaking materials for grade eleven students of secretary study program at SMK Tarbiah Islamiyah?

C. The Objectives of The Studies

As mention in the problem of study, the objectives of this research are:

1. To find out the target and learning needs for grade eleven students of secretary study program at SMK Tarbiah Islamiyah.
2. To develop English speaking materials which are appropriate for grade eleven students of secretary study program at SMK Tarbiah Islamiyah.

D. The Scope of The Study

The scope of the study is the students in grade eleven students of secretary study program at SMK Tarbiah Islamiyah. This study focuses on speaking materials in even semester.

E. The Significance of The Studies

This research is expected to give a valuable contribution practically and theoretically to the following parties:

1. The students, hopefully this research can help students to improve their speaking skill and grow their motivation in learning English so that they can speak English because the materials has been relevant to their study programs.
2. The teachers, the result of this research can be used for English teacher to teach grade eleven students of secretary study program.
3. The other researchers, this study is intended to be one of learning resources or supplementary materials and to give additional information for the next related study.