

ABSTRACT

Manalu, Pajar Daniel. Registration Number: 2133321020. Developing English Reading Materials of Descriptive Text for the 10th Grade Students of Office Administration Program at SMK Yayasan Wanita Kereta Api (YWKA) Medan. A Thesis. English Educational Program, Faculty of Language and Arts, State University of Medan, 2018.

The objective of this study is to develop suitable descriptive text materials for reading skill, for office administration students. It was found that descriptive text materials provided in the students' textbook were not suitable to the needs and interests of office administration students. This research was conducted based on educational research and development (R&D) through five steps, namely: gathering data, analyzing data, developing descriptive text materials, validating descriptive text materials, and revising descriptive text materials. The subject of this study was X-AP students at SMK Yayasan Wanita Kereta Api (YWKA) and the instruments used to collect the data were questionnaire and interview. Based on the needs analysis conducted there were 3 descriptive texts related to office administration developed. These developed descriptive text materials had been validated by experts. The average scores are 4.46 from English Lecturer and 4.5 from English Teacher. It means that developed descriptive text materials for reading skill are suitable for tenth grade students of office administration.

Key words : *Research and Development (R & D), descriptive text, office administration.*

THE
Character Building
UNIVERSITY