

CHAPTER I

INTRODUCTION

A. Background of the Study

English is one of the most important language in the world nowadays. Just like in other countries, in Indonesia it is so easy to find people who use English in many places, products, and occasions. People who have good ability in using English will have bigger opportunity to be accepted when applying for a job especially at the office circumstances. Because of this reason, students in Indonesia need to learn English at school. English is taught in Elementary School (SD), Junior High School (SMP), and Senior High School (SMA) or Vocational High School (SMK). There is an exception of learning English at Vocational High School.

Vocational High School (SMK) is in the same level of Senior High School. But there are some elements that distinguish them. Senior High School students are prepared to continue their study . Vocational high school students are prepared to face the work field after their graduation in a particular field (Acts of Republic of Indonesia, number 20, article 15 , 2003). Vocational High School has many kind of programs like Computer Engineering and Network, Hospitality Multimedia, Office Administration, etc. As it is stated previously, that English make people get bigger opportunity to be accepted when applying a job, so Vocational High School students should master English especially for Office Administration program students.

Office Administration is one of the programs of Vocational High School in Indonesia. In this program, the student is prepared for working at office. They are expected to understand about anything that people do at office like serving a client, managing schedule, planning a meeting, working with other employee, etc. Almost all activity people do at office need English. The Ministry of Education and Culture stated that one of the standards of graduate competence for vocational high school students is showing their skills in listening, reading, writing, and speaking in Indonesian and English (Permendikbud, number 23, 2006) . The students need to learn about speaking skill in English to reach the standard that the Ministry of Education and Culture has made.

Based on the observation to grade X students of Office Administration at SMK Yayasan Wanita Kereta Api (YWKA) Medan, it was found that the students use the English textbook which was provided by the Ministry of Education and Culture. The book was designed for SMA/MA/SMK/MAK. All grade X students from all program at SMK YWKA Medan use the same book. English speaking materials in the book are still using general English. The contents and topics of the English speaking materials do not have relation with the Office Administration program.

This is an example of the irrelevance speaking materials in textbook page 45.

Task 1 :

Make up short dialogues for the following situations. Read the answer of number 1 as an example.

1. *You plan to do the Biology project at the library after school. You ask your classmate, Rina, to do it together with you.*

*A : I am going to do my biology project at the library after school.
Rina, are you going to do that today, too?*

B : Yes. I am going to do it today. The sooner we finish it the better. We can go to the library together.

The speaking section was taken from Chapter 3 page 45 of the book. The task asked student to make a short dialogue for some situation. From five instructions, there was no situation that taking place at office or related to office work. Lailiyah (2016) states that the students of Office Administration program needed English to improve communication skills primarily in handling a telephone call, handling guest and delivering a presentation. English learning materials for Vocational High School should be based on the learners' needs, and they should represent the characteristics of each study program. This situation is not in line with O'Neill (1990) who says that materials must be suitable for students' needs, even if they are not designed specifically for them, the textbooks make it possible for students to review and prepare their lessons, the textbooks are efficient in terms of time and money, and that textbooks can and should allow for adaptation and improvisation. In addition, the materials also have to be prepared in accordance with the English speaking competencies for the grade X students of Office Administration program in Curriculum 2013. It aims to fulfill the core and basic competencies that has been set by the government.

In the curriculum 2013, speaking section is focused on transactional and interpersonal dialogue. In the syllabus, transactional dialogue is mentioned in basic competence number 3.1, 3.3, 3.6, 4.1, 4.3, and 4.6. For example, in basic competence number 3.1, *menganalisis fungsi sosial, struktur teks, dan unsur kebahasaan teks interaksi transaksional lisan dan tulis yang melibatkan tindakan memberi dan meminta informasi terkait jati diri dan hubungan keluarga, sesuai dengan konteks penggunaannya*. Meanwhile, interpersonal dialogue is mentioned in basic competence number 3.2 and 4.2. For example, in basic competence 3.2, *Menganalisis fungsi sosial, struktur teks, dan unsur kebahasaan teks interaksi interpersonal lisan dan tulis yang melibatkan tindakan memberikan ucapan selamat bersayap (extended)*.

Developing English for Specific Purpose (ESP) was intended to improve the students' skill especially for students at Vocational High School. This statement was supported by Hutchinson and Waters (1987) who says that ESP materials focus on the learner, so the clear relevance of the English course to their needs would improve the learners' motivation and thereby make learning better and faster. Because the existing materials do not meet the students' need, students have difficulty to learn English and have low intention in learning English especially for speaking materials. So, the speaking materials must contain the relevant topics and vocabularies such as transactional and interpersonal dialog for students of Office Administration Program. For example, welcoming and introducing yourself to visitors or other people at the office.

Developing an English speaking materials for the grade X Office Administration students of SMK YWKA Medan is important. The developed English speaking materials is hopefully help the teaching and learning process of speaking to improve and develop the students' speaking skill. The most important thing is to give the solution for the teachers in facilitating the study process in speaking and make the student feels like they are in the real work field situation.

B. Identification of the Problem

Based on the background of the study, there is one problem related to the teaching-learning process of English speaking materials at SMK YWKA Medan. The English speaking materials on the textbook still using general English and doesn't provide the needs of Office Administration program students. This becomes a problem because a specific English speaking materials is needed to fulfill the standard of Office Administration program students.

C. Problem of the Study

The problem of the study can be formulated as how to develop English speaking materials which are suitable for grade X students of Office Administration program at SMK YWKA Medan.

D. Objective of the Study

As mentioned in the problem of the study, the objective of this research is to develop the relevant English speaking materials needed by students of Office Administration program at SMK YWKA Medan.

E. Scope of the Study

This study was limited only on development of English speaking materials which is focused on the relevant materials for the grade X first semester students of Office Administration program. The materials development deals with the relevant transactional and interpersonal dialogue that was written on the first semester curriculum 2013 syllabus at basic competence number 3.1, 3.2, 3.3, 4.1, 4.2, and 4.3.

F. Significance of the study

The significance of the study is as follows :

1. Theoretically

This study is expected to be a reference for those who are interested in developing English speaking materials for Office Administration students or other programs in Vocational High School.

2. Practically

a. For the students of Office Administration program, the result of the research is expected to help the students in learning English easier and improve their speaking ability in order to prepare them to face the work field.

b. For the English teacher, the developed materials will be beneficial for the teachers to give them new knowledge about how to design materials that are appropriate for their students need especially in English speaking materials.