

## ABSTRACT

**Dirgantara, Muhammad Trisna. Registration Number: 2133321010. Developing English Reading Material of Procedure Text in SMK BM Bina Bersaudara Medan for Grade XII. English Educational Program, State University of Medan, 2018.**

This study aims to design English reading material of procedure text for twelfth grade students of office administration at SMK BM Bina Bersaudara Medan. This study was conducted by using Research and Development (R&D) design. The data were gathered by administering interview to English teacher and distributing questionnaire to 28 respondents to get the students' needs. The interview and questionnaire results prove that the students need English reading materials which contain and related to office administration. Thus, the developing materials are procedure text which describing about use of lcd projector, print a document and refill printer ink. The product has been validated by experts. The average scores are 4,46 or percentage 89,28 from English teacher and 4,28 or percentage 85,71 from English lecturer. It means the developing materials categorized as relevant or appropriate for students of office administration study program grade XII.

*Keywords: Research and Development (R&D), reading materials, Office Administration Study Program.*

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