

CHAPTER I

INTRODUCTION

A. The Background of the Study

English consists of four skills which has to be mastered by the students, they are listening, speaking, reading and writing. In this case, the learners are required to comprehend (listening and reading) the language and produce (speaking and writing) the language. In teaching the language, between comprehending the languages as well as producing the language are exactly having a relationship. Before producing the language, students need to have mastered some vocabularies; those vocabularies are gotten by the process of comprehending the language. For example, by having an activity of reading or listening, students will get an input data of what they have to express in term of writing or speaking. Among the four language skills, writing is one of the skills that should be learned well by the students because by having writing skills they improve their brightness and particularly creativity in expressing ideas. Slamet (2008:104) states that writing skill has meaningful function where it can improve brightness, develop initiative energy and creativity, grow braveness in expressing idea.

Tom Hutchinson and Water (1987:8) explained that learners were seen to have different needs and interests, which would have an important influence on their motivation to learn and the effectiveness of their learning. English is needed by a particular group of learners that could be identified by analysing the linguistic characteristics of their specialist area work or study so we can conclude that English is also used for the specific purposes.

As an international language, English is needed for many specific purposes; that is why there is a term of ESP (English for Specific Purpose). The specification of English use will help learners to master English as well as what they need in term of specific purpose that they have. In education, ESP needs to be applied. Based on Hutchinson's and Water's theories, English for Specific Purposes (ESP) is a way of teaching and learning English for specialized subjects with some specific vocational or educational purpose in mind. It means that teaching English in vocational school or other vocational institutions, teachers should take notice of designing teaching materials based on students' needs related to the vocations that the students focus on. For example, students who take a vocation of administration program were taught by general English. Yet, they need addition materials which are related to their study program such as about office, computer, or other fields of study.

Based on the preliminary observation conducted by the researcher, some irrelevant topic of procedure text were found in English textbook of SMKS Taman Siswa Lubuk Pakam:

Table 1.1 Some Irrelevant Topic in English Textbook

No.	Topics of Chapter VI	Page
1.	The steps and generic structure of Procedure text	12-15
2.	How to make orange juice	16
3.	How to plant Jasmine	17
4	Let's practice - ingredients for Indonesian chicken satay	18
5	How to make cheese toast	20
6	How to make a pizza	21

Based on the data written above, it can be concluded that all of the procedure text teaching materials written in the English book are not suitable for the students in office administration study program. For example, the book that they use in the school do not contain technical terms related to office administration study program in SMKS Taman Siswa Lubuk Pakam and the topics are also too general for them.

Furthermore, the researcher found irrelevant writing materials which are exact for culinary study program:

Indonesian Chicken Satay



Ingredients/equipment:

3 tablespoons (45ml) soya sauce

3 tablespoons tomato sauce

1 tablespoon (15ml) peanut oil

2 cloves garlic, peeled and crushed

1 pinch ground black pepper

1 pinch ground cumin

6 skinless, boneless chicken breast halves, cubed

1 tablespoon (15ml) vegetable oil

¼ cup grated onion, about half a medium onion

1 clove garlic, peeled and crushed

1 cup (250ml) water

½ cup (125g) chunky peanuts

2 tablespoons (30ml) soya sauce

2 tablespoons caster sugar

1 tablespoon (15ml) lemon juice, about one small lemon

skewers

Barbeque grill

Coal

(Source: *Buku Bahasa Inggris*, Page 18)

It can be seen that the materials in the textbook used by the students of SMKS Taman Siswa Lubuk Pakam is generally the same with senior high school even though what their need is different. In the students' book, the procedure text teaching material is entitled "Satay". The students were asked on how to make Satay. The fact, the students of office administration need to study English to support their vocation field of study, but the English should be specialized. Specifically in writing materials, there are irrelevant materials which can not represent to the office administration study program. They use *Buku Bahasa Inggris* published by Pusat Kurikulum dan Perbukuan, Balitbang, Kemendikbud, in 2014. The materials should be relevant to the specific purpose that they must have, for example is the students need to practice to make a procedure to turn off or turn on the computer, how to operate microsoft word and microsoft excel, and how to print out a letter. So that, the students will get more understanding about office administration not only on how to manage well but also knowing all the informations about administration.

In addition, office administration becomes one of favourite study programs. Administration is a study program where the students must be able to manage the office's planning, computer and letters well. Then, office administration students should be able to have good communication skills in order to coordinate with other employees around the organization and payroll training that involves the responsibility in ensuring that all employees receive their pay slips on time. This achievement can be assisted through the writing text materials used by students in school. If the writing materials used in schools is relevant with the office administration students, they will be easier to apply this skill in real life.

Based on the problem above, the researcher will develop English writing materials of procedure text for students grade XI of office administration study program at SMKS Taman Siswa Lubuk Pakam.

B. The Problem of the Study

From the background above, the problem of the study is formulated as 'How is English writing materials of procedure text developed for eleven grade students of office administration study program in SMKS Taman Siswa Lubuk Pakam?'

C. The Objective of the Study

As mentioned in the problem of the study, the objective of this research is to develop English writing materials for the eleven grade students of office administration study program in SMKS Taman Siswa Lubuk Pakam.