

ABSTRACT

Hasugian, Anitha Theresia. Registration Number: 2133121006. Developing English Reading Materials for Grade X Students of Office Administration Program in SMK BM Bina Bersaudara 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-BM students at SMK BM Bina Bersaudara Medan. The number of the students was 25 students 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 4.47 from English Lecturer and 4.5 from English Teacher. It means the developing materials categorized as relevant or appropriate for students of office administration study program grade X.

Keywords : Research and Development (R & D), descriptive text, office administration.

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