

TABLE OF CONTENTS

	Pages
ABSTRACT.....	i
ACKNOWLEDGEMENT.....	ii
TABLE OF CONTENTS.....	iv
LIST OF TABLES.....	vii
LIST OF FIGURES.....	viii
LIST OF APPENDICES.....	ix
CHAPTER I. INTRODUCTION.....	1
A. The Background of The Study.....	1
B. The Problem of The Study.....	7
C. The Objective of The Study.....	7
D. The Scope of The Study.....	7
E. The Significances of The Study.....	7
CHAPTER II. REVIEW OF RELATED LITERATURE.....	9
1. Theoretical Framework.....	9
a. English Teaching and Learning at Vocational School	9
b. Reading.....	10
c. Reading Comprehension.....	11
d. Reading Learning Principles	13
e. Types of Reading Text.....	15
2. The Grammatical Patterns.....	17
3. The related vocabulary usages.....	18
4. English for Specific Purpose (ESP).....	18
5. Material Development.....	23

6. Scheme- Based Approach.....	24
7. Syllabus.....	27
8. Material Design.....	28
9. Office Administration.....	31
10. Research and Development (R&D)	32
CHAPTER III. RESEARCH METHODOLOGY.....	40
A. Research Design.....	40
B. The subject of Research.....	40
C. The Research Instrument.....	41
D. Need analysis Questionnaire.....	41
E. Interview Guide.....	41
F. Expert Judgment of Analyzing	41
G. The Steps of Developing Materials.....	54
H. Technique of Collecting.....	42
I. Technique of Analysis the data.....	42
J. Data from Questionnaires.....	42
CHAPTER IV. RESEARCH FINDINGS.....	47
A. Research Findings.....	47
B. Analyzing the Data.....	47
C. Designing New Reading Materials.....	56
D. Validating New Reading Materials by Expert.....	59
E. Revised-Developing New Reading Materials (Final Product).....	62
CHAPTER V CONCLUSION AND SUGGESTION.....	64
A. Conclusion.....	64
B. Suggestions.....	64
REFERENCES.....	66
APPENDIX.....	69