

**THE ANALYSE OF STUDENTS ABILITY IN WRITING PERSONAL LETTER  
AT XI CLASS OF SMA NEGERI 1 BADAR**

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*Abstract*

The purpose of this study is to analyse the ability of respondents in writing personal letters in terms of aspects: 1) content, 2) composition of content, 3) sentence structure, 4) vocabulary, and 5) mechanics or spelling. The research method used is a qualitative method with the population of all students of Class XI SMA Negeri 1 Badar amounting to 152 respondents. Until in this study 25% of the population was as many as 38 respondents, with a random sample technique. Data collection is done by giving tests to respondents making personal letters. Analysis of the use of scale and using the mean equation. The results of the analyse of students ability in writing personal letter at XI class of sma negeri 1 Badar. it is known that the ability to write look after analyzed by using categories, 10 respondents get a good category with a percentage of 26%, 28 of the respondents who get the category enough with a percentage of 74%. On average, the ability to write a personal letter to the overall show on the criteria enough. The respondents personal letter writing ability score is on the qualification with the acquisition of the respondents overall average score of 68.11 data analysis results of each aspect can be seen from the average value of each aspect assessed in writing a personal letter, namely in the aspect: Result of content 21,87 obtaining enough categories, organisational aspects of the content 13,42 with enough criteria, aspects of sentence structure 14,03 with good criteria, aspects of vocabulary 10 on Good criteria, and aspects of mechanics or spelling 8,79 with enough criteria.

**Keywords:** Ability, writing, personal letter.

**The Background of the Research**

Personal letter according to adlan & Tanzili as cited in helmi (2012) “letter is a piece of paper or more taht used as comunication tool to deliver the statement or impormation in written from, from one person to another” from that statement can seen personal letter is written text in papaer which sent from people to another people and used as communocation. Based on the results of observations and interviews conducted by research with English teachers at SMA Negeri 1 Badar, it shows that students still have

Ability in writing personal letters. The KKM specified in personal letter writing skills is 75. Most of the students have Ability in using capital letters with periods and commas. most students have not been able to put the use of periods and commas in their place.

Based on this, the researcher is interested in analysing and focusing on students' Ability in writing personal letters so that students can write or write personal letters well. it's good to pay attention to the systematics of personal letters, the elements of the letter generally consist of an opening, content, and closing.

In this research, The objective of this research was to describe the improvement of students writing skill after being taught by using a personal letter. The researcher conducted a classroom action research as the methodology of this research. There were three meetings during the research, they were pre-cycle test, cycle test I and cycle test II, the researcher used writing test and observation in collecting the data. The result of the test showed that the students score in the pre-cycle test 55.5, the students score in the cycle I test was 65.7 and the students score in the cycle II test was 72.2.

The achievement of the test showed that the treatment was successful because the result of the cycle II test was higher than the cycle I test.

Based on the results of observations made in SMA 1 Badar, the ability to write a student's personal letter needs to be done. The difference between the previous research and the research to be conducted is the location of the study and the subject of the study. Therefore, researchers are interested in analysing the "ability to write personal letters of XI grade students of SMA Negeri 1 Badar".

## **Theoretical Framework**

### **Theory of Ability**

Sinaga and Hadiati (2014) define ability as a person's basis which is itself related to the implementation of work effectively or very successfully. Meanwhile, Robbin (2013) ability means the capacity of an individual person to perform various tasks in a job. Robbin further states that ability is a recent assessment of what a person is.

Based on the above understanding can be concluded that the ability (Ability) is the ability or potential of an individual to master the expertise in performing or doing various tasks in a job or an assessment of one's actions. basically ability consists of two groups of factors (Robbin, 2013).

1. Intellectual ability (ability of the necessary to perform various mental activities- thinking, reasoning and solving problems.
2. Physical ability (physical ability) is the ability to perform tasks that require stamina, skill, strength, and similar characteristics.

### **Definition of writing**

According to Kindly stated in agista (2012) says that “writing requires complex thinking, the process of writing involves problem solving and decision making”. Meyers (2011) states, “ Writing is a process of discovering and organising our ideas. Putting them on the paper and reshaping also revising them,” it means that writing is an activity and takes time. In other words, writing doesn't happen all at once. Cunnings (2012 also says, “ in real life writing is done with a readership in mind and writers need to know who their readers are in order to write appropriately for them,” it means that the writers need to know and decide for whom they write. They can deliver their ideas based on their minds and even consult dictionaries, grammar books or other reference books to help them present their ideas in a logical order. The writer must read their writings before they publish them in order to recheck and correct their mistake. So that, the readers can easily and clearly understand what they want to express in their writing.

### **The Importance of Writing**

The existence of writing in the world, especially in the modern society plays an important role though it is the difficult skill to develop. Through writing people can communicate with one another over long distances. It has also preserved ideas of many great people especially for science in the past. In education, in this case writing English is one of four skills that have to be achieved by students at secondary, high school and universities. In addition, students who like to have overseas have to be able to communicate in English too at least in written form. This condition forces them to learn how to arrange letters into words, then words into meaningful sentences and sentences into paragraphs as stated by Harmer (2011) that writing is an important skill to be learned and should be mastered by students because there are many reasons for learning writing. The reasons for learning to write English for students as a foreign language include

reinforcement, the language development learning style and most importantly writing as a skill and its own right.

### **Aspect of good writing**

In writing learners must be concerned with at least five aspects of good writing : content, organisation, grammar, word choice and mechanics.. As stated by Harris (2012) al though the writing process has been analyzed different ways, most teacher would probably agree in recognizing at least the following five general components:

#### **1. Content**

A writing text should have excellent support so that it is attractive to be read. Moreover, it should have unity and coherence in order to make readers exactly know about what the writers want to tell their writings. oshima & Hongue (2011) stated that unity is a very important element of a text. In short if a text is about a thing or certain object, all the sentences in that paragraph should talk about the object, so the paragraph expresses relevant meaning.

#### **2. Content Organisation**

In making a text, it must use three basic parts introductory in making a text, it must use three basic parts : introductory, body and concluding paragraph state that a text a text or essay has three main parts : an introduction ;paragraph, a body cat least one, but usually two or more paragraph. And a concluding paragraph. In this part the writer is concerned with the organisation of new hem. Gerot & Wignel (2011) state, text consist of newsworthy events, background event and sources

#### **3. Grammar**

Grammar is an important aspect of writing. Good writing must show correct basic grammar pattern. In this case, the writer focus on grammar that is used in writing new item text that is include in significant grammatical patterns. Hammond et al (2012) states.”. the significant grammatical patterns of new item consist of some points are

1. Short telegraphic information about story captured in headline
2. Verb of action to retell the story
3. Use of verb of thinking and feeling to give an insigh into the participants  
“reaction to events.

4. Verb of saying to quote or report what participants authorities said
5. Focus on circumstance of time and place
6. Focus on specific participant occurring at the beginning of a sentence.

#### 4. Words choice

In writing a text word choices should have correct idiomatic vocabularies and correct words from students have to choose appropriate dictions to express ideas or mind in their writings

#### 5. Mechanic

In writing, mechanics consist of punctuation marks, indentation and capitalization of letter. When writing a paragraph we must use correct punctuation marks. In order to use the correct punctuation marks. Learners must concern with the indentation and capital letters for example, indentation is used when making new paragraph and capital letter is used to start a sentence.

### **Element or structure of the personal letter**

As written communication way, letter consist of main parts of the letter. According to George as cited in Harni (2016), the main part of personal letter consists of heading salutation, body of letter, closing and signature.

#### **a. Headings**

Headings is put the right or the left side of the paper. it is includes the address and the date.

For example:

- 1.The address: 15 south cedar street
- 2.The date line

#### **b. Salutation**

The salutation is greeting. A comma follows the follow in personal letter. The salutation begins at left the hand margin. The following are typical salutations in friendly letter,

#### **c. Body of letter**

The body usually consist of two parts namely:

- 1) opening paragraph: Opening paragraph is a paragraph where the researcher starts to write down some words before him going the main paragraph or content of letter.
- 2) Content paragraph is the paragraph where the researcher start to write down the topic.

#### **d. Closing**

There are several forms to choose for closing of a friendly letter. each one has slightly different meaning use the one best convey what is meant. only the first word of the closing is capitalized. The closing is followed by comma.

#### **e. Signature**

Sender's name should be signed. We may sign with our full name or nick name. There is no punctuation after the signature.

#### **Characteristics of personal letter**

- 1) Personal letter do not have a letter head
- 2) Personal letter do not have letter number
- 3) The opening and closing greeting in a personal letter are non-formal and casual.
- 4) The language used is tailored to the purpose of the personal letter
- 5) Use standard language if it is official and use non-standard language if it is informal.
- 6) Generally the format of private letters is more free.

### **RESEARCH METHODOLOGY**

#### **Research Design**

Research to be conducted using qualitative research. Qualitative research is descriptive research and tends to use analysis. Process and meaning (subject perspective) are more emphasized in qualitative research. Qualitative research departs from the data, utilizing existing theories as material explanation as, and ends with "theory".

#### **Population and Sample**

Region consisting of the objects/subjects that have certain qualities and characteristics in this research population will be of class XI SMA Negeri 1 Badar with the number of students as described in the table below:

**Population of state high school 1 Badar**

Number	Class	Population
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1	XI IPA 1	29 students
2	XI IPA 2	27 students
3	XI IPA 3	20 students
4	XI IPS 1	30 students
5	XI IPS 2	22 students
6	XI IPS 3	24 students
	Jumlah	152 students

According to Sugiyono (2019) the sample is part of the total and characteristics possessed by the population. Sample of the research is a representative group from the population to serve as respondent. The researcher already seen that due to factors, time and accessibility, it is always possible or practical to apply measure from smaller group or subject of population is such a way that the knowledge gained is representation of the total population under study. The sample in this research were all students XI who were taken with a random system. sampling with a random system was chosen because it was carried out randomly, this technique gave equal rights to every student to have the opportunity to be selected as a sample.

The determination of sampling according to Arikunto (2013) is as follows, if there are less than one hundred more population studies, if the number of subjects is large, it can be taken between 10-15% or 20-25%. From the random sampling method above, Based on this opinion, the sampling in this study is 25% of the existing population, because the population exceeds 100, which is 152 students. That means  $152 \times 25\% / 100 = 38$ , so the sample used in this study was 38 students.

The technique or retrieval used in this study is Random sampling, That is, each individual in the population of each class must have a great known opportunity to be clarified as an option in a study or rather as a sample in the study. The way to take samples is to take 25% of students in class X1 sma Negeri 1 Badar randomly in each class without determining the student's characteristics to be sampled. Random sampling is done by lottery, which selects the names and then drawn to take as many samples as necessary. This technique was chosen because researchers wanted to provide equal opportunities for each class X1 sma Negeri 1 Badar to be sampled and randomly selected in each classroom.

### **Techniques Data Collection**

The steps before the research is done is to give a permit, give the principal's license, meet the teacher of English studies, then enter the room to explain the material to write a personal letter. After the learning process is given then the data collection technique used is primes data and secondary data. Collection techniques aimed at obtaining data. Without knowing the data collection techniques, researchers will not get data that meets the standards set in the data (Hacker, 2014). Therefore, the data collection technique in research is obtained from primary data and secondary data described as follows.

### **Primary Data**

Primary Data is data obtained directly by researchers with direct descent spaciousness that only comes from the original source. The primary data in this research are as follows:

#### **1) observation**

According to Sugiyono (2018) that observation is a data collection technique that has special characteristics when compared with other techniques. Observation is also not limited to people, but also other natural objects. Observation in this study is to make direct observations in the field to find out the actual condition of the school and students ' English language skills, especially in the material of writing personal letters .

### **Secondary Data**

The second is secondary sources, where this type of data source uses literature. The literature used is a journal related to the object of research.

### **Research Instruments**

In the research, the research use test to get the scores of the students. Arikunto 2016 states that; test is question, which used to measure the skill, knowledge, intelligence, achievement attitude, and another capability of someone or a group of people. It is in line with what Brown states that: a test has a purpose of measuring a test measures a person's ability or knowledge.

### **Technique of Data Analysis**

At the first, the researcher tabulated the student scores that compare each of the scores with the standard ability set out determine whether the student were able to do the



test. The descriptive qualitative technique was used to analyse the data. The score was analysed in order to fine out the percentage formula to measure ability. Count the students ability in writing of business letters in percentage by using formula :

$$P = \frac{F}{n} \times 100 \% \quad \text{Where : } P = \text{The percentage of the student personal ability}$$

F = Total score

N= maximum score

The formula is used in this analysis is a follows. (Arikunto, 2006).

$$\bar{x} = \frac{\sum x}{N} \quad \text{Where : } \bar{x} = \text{Mean}$$

$\sum x$  = The raw score

N = Item of data

## **The Results of the research**

### **Description Of The Data**

This research was conducted at State senior high school 1 of Badar which located in The Way Gulo No. 151, kumbang Jaya, Kecamatan. Badar, Aceh 24652. National school identification number (NPSN) is 10103097. The current accreditation of the school is B. This School has activities to support the learning such as extracurricular activities (extracurricular), student organizations, learning communities, sports teams and also provide library facilities so that students can learn to the fullest.

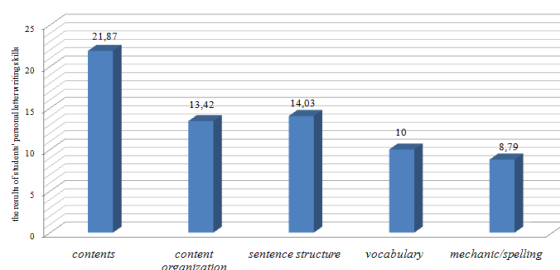
The early stages are reached before the research is to set up the device, instrument, and select the study sample. Then the next stage in action the learning process. of the entire population of kelas XI consists of six classes. Researchers conducted the study in the State senior high school 1 of Badar, namely on February 8, 2021 researchers first providing learning materials to the students of class XI, after giving the material considered and the students can already memehaminya, researchers gave the test to the students in accordance with the goal of researchers is to make a private letter. The analysis conducted in this study is about the use of EYD (content, organization of content, the structure of sentences, vocabulary kat or style, mechanical/spelling language used and the systematics of writing a letter).

### **Data Analysis**

The value of the average ability of students of class XI SMA Negeri 1 Badr in writing personal letters terms of its structure is the highest value of 74, and the lowest

value of 63. The results of the data analysis of students writing ability in writing a letter of department, confirmed to the criteria of the ability of a set, i.e. if the student reaches the value with the range of 85-100 very good. If students reach a value with a range of 70-84, then the student is included in the category of good. If students reach a value with a range of 50-69, then the student is included in the category enough. If students reach a value with a range of <49 then the student is in the category of less capable.

In accordance with the research objectives to be observed that the to analyze the ability of the student writes in a private letter on the class XI State senior high school 1 of Badar as for the aspects assessed there are five, namely: the contents of the letter, the organization of the content, sentence structure, vocabulary, and mechanics or spelling. The results of the analysis of the data obtained based on the analysis of the data indicated in chapter III with the help of *microsoft excel* the results of the analysis of the data obtained can be seen in Appendix 1, a summary is presented in figure below.



### **The ability to write a personal letter to students**

After the process of data analysis can be seen in figure above that value the ability to write a personal letter to the students of class XI State senior high school 1 of Badar are on the qualification with the acquisition of the average value of the overall students that 68,11 the results of data analysis can be seen in Appendix 1. Then the results of the data analysis of each aspect can be seen from the average value of each aspect that is rated in writing personal letters as follows.

1. The contents of the letter, calculate the mean ( average score) from the data obtained by using the formula stated in chapter III. So the obtained results are 21,87. It can be concluded the students ' ability in writing a personal letter on the indicator of the contents of the letter included in the category enough.

2. The organization of the content, calculate the mean ( average score) from the data obtained by using the average formula in chapter III of the obtained results as 13,42 included in the category enough
3. The grammar used, calculate the mean (average score) from the data obtained by using the formula. So the obtained results as 14,03 included in the good category.
4. Vocabulary, calculate the mean (average score) from the data obtained by using the formula. So that the obtained results of the 10 included in the good category.
5. Mechanics or spelling, calculate the mean (average score) from the data obtained by using the formula. So obtained to 8.79, included in the category enough.

### **Discussion**

As many as 38 students as samples to make the letter personal in accordance with the specified command. This research was conducted in class XI is housed in the State senior high school 1 Badar. Then a personal letter analyzed analyzed based on the scoring later in the konvensional be of value and are classified into four categories: very good, sufficient, and less as stated in chapter III. The ability to write a personal letter to students based on five aspects shown in table below.

#### **Summary The Ability To Write A Personal Letter To Students**

The hose	Category	Number of students	Percentage of
85 – 100	Very Good	0	0 %
70 – 84	Good	10	26 %
50 – 69	Sufficiently	28	74 %
<49	Less	0	0
Total		38	100%

Based on Table above, it is known that the ability to write look after analyzed by using categories, 10 students get a good category with a percentage of 26%, 28 of the students who get the category enough with a percentage of 74%. On average, the ability to write a personal letter to the overall show on the criteria enough.

On the aspect of the contents of the letter gets a good category with an average 21,87. Overall student write down the contents of the letter without any permissible error and in

accordance with the specified theme. On aspect of the content of this letter, most of the students can write down the contents of the letter in accordance with the theme that has been determined and without errors in spelling.

On the organizational aspect of the content get enough category with an average 13,42 a lot of Students say greetings opener properly, only a few who said spelling errors. Afaint letter to get the category of very good In this category students write down the address of the letter with the correct and appropriate theme. Only 2 students who did not write down the address of the letter and get a score of 0.

Aspects of sentence structure to get the category better with the average 14,03. Students can write greetings cover, some of the students also did not write the closing salutation and closing salutation, which they wrote there is an error in spelling. On the aspect of the signature and the name of the pengirim mle category of very good, on this aspect of the writing and signature of the sender in accordance with the theme that has been determined.

## **Conclusion and Suggestions**

### **Conclusion**

Based on the results of research that has been conducted in SMAN 1 of Badar to the students of class XI, seen from the respective indicators of the assessment that has been done is, on the indicators of the content of tergo in the category enough, aspects of the organization of the content in the category enough, aspects of the structure of the sentence in the good category, aspect of vocabulary included in good category, and aspects of spelling entered in the category enough. Furthermore, the ability of students in writing a personal letter that belongs to the category of better amounted to 10 with a percentage of 26% of respondents and belongs to the category of enough 28 respondents with a percentage of 74 %. On overage, the ability to write a personal letter to the overall show on the criteria enough.

### **Suggestions**

Based on the results of research that has been done, the ability to write a personal letter to the students of class XI state high school 1 Badar, advised as follows:

1. Expected to teachers who teach on the subjects of English Language and Literature in the state high school 1 Badar should improve the quality of learning writing in school. Quality improvement can be reached through the selection and use of learning

media that is appropriate, interesting and can motivate students as well as the use of the method of learning that allows students motivated to practice writing.

2. See the level of understanding of students of class XI state high school 1 Badar academic year 2020/2021, in improving the ability of students, the students must be diligent in practicing writing a personal letters that are family in nature, especially in the use of capital letters and punctuation.

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