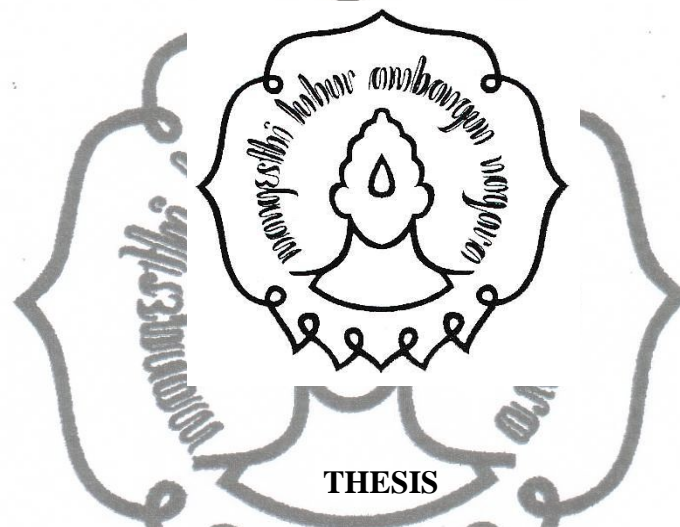


**A COMPARATIVE STUDY OF INTERPERSONAL MEANING ON
SOLICITED AND UNSOLICITED ENGLISH APPLICATION LETTERS**

(Systemic Functional Linguistics Approach)



Submitted as a Partial Fulfillment of Requirements
for the Sarjana Degree in English Department
Faculty of Letters and Fine Arts
Sebelas Maret University

By:

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**ENGLISH DEPARTMENT
FACULTY OF LETTERS AND FINE ARTS
SEBELAS MARET UNIVERSITY
SURAKARTA**

2014

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English Application Letters

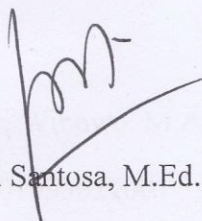
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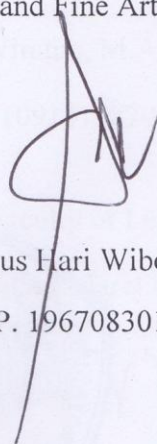
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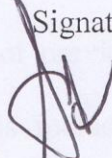

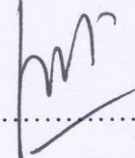
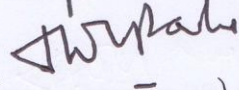
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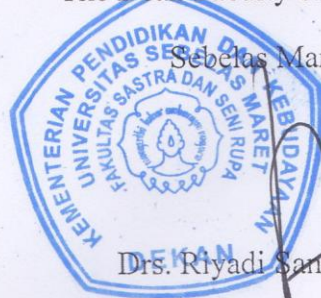
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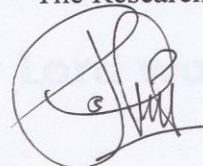
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I stated truthfully that the thesis entitled *A Comparative Study of Interpersonal Meaning on Solicited and Unsolicited English Application Letters (Systemic Functional Linguistics Approach)* is originally written by myself. It is neither a plagiarism nor written by others. The information of previous works related to the thesis are all referred in quotations and it is included in the bibliography. If later this pronouncement is proved incorrect, I am ready to take any responsibility.

Surakarta, October 2014

The Researcher



Purhayati

MOTTO

Life is like riding bicycle. To keep your balance,
you must keep moving.

-Albert Einstein-

Just when you think it can't get any worse, it can.
And just when you think it can't get any better, it
can.

-Nicholas Sparks-

Life's hard, it's even harder when you are stupid.

-John Wayne-

So which of the favors of your Lord would you
deny?

-QS. Ar Rahman: 77-

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DEDICATION

This thesis is whole-heartedly dedicated

to:

My parents (*Bapak* Patmin, *Bapak*
Sumindar Hadi S., and *Ibu* Kamiatun)

My little sister (Dwi Susilowati)

and

My thesis supervisor (Drs. Riyadi
Santosa, M.Ed., Ph.D)

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Finally, I expect that this thesis will be useful for the researchers who are interested in the study of interpersonal meaning and application letters, and for the people who read this thesis as well.

Surakarta, October 2014

Purhayati

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ABSTRACT

2014. **Purhayati. A COMPARATIVE STUDY OF INTERPERSONAL MEANING ON SOLICITED AND UNSOLICITED ENGLISH APPLICATION LETTERS.** This research is a qualitative study applying descriptive comparative method based on Systemic Functional Linguistics. It examines the interpersonal meaning of two types of application letters: solicited and unsolicited application letters to describe the realization of interpersonal meaning in terms status, affect, and contact based on their lexicogrammar, text structure, genre. It is also to find out the similarities and differences between solicited and unsolicited application letters. This research used primary data including realization of interpersonal meaning in terms of Mood structure, MOOD system, lexis, transitivity, theme, clause, nominal group system, polarity, modality, text structure and genre. It also used secondary data covering the theories and studies which support this research.

The sources of data of this research were documents in the form of three solicited and three unsolicited English application letters taken from four websites: www.mybusinessprocess.net representing application letters in America, www.open.ac.uk representing application letters in Europe, and www.polyu.edu.hk and hk.jobsonline.com which represents application letters in Asia.

This study obtains some results. Firstly, from lexicogrammar, text structure, and genre analysis, solicited and unsolicited letters have the same characteristics. The proposition of giving information is mainly used. The application of proposal refers to the intention of the applicants in showing seriousness, commitment, and expectation towards the job. In terms of transitivity, it functions in explaining the applicants' skills, abilities, and experiences. The use of dominant first pronoun 'I' is to make the employers focus to the applicants as the main topic of the letters. More number of descriptive and congruent lexes, simplex clauses and nominal group have a role in making the letters easy to understand. The attitudinal lexis and positive polarity support the applicants to create a good image and persuade the employers. Meanwhile, the modality is used to offer what the applicants able to do for the company, ask job interview, and show the employers' authority. Text structure and genre indicate in what way the applicants composed their letters to convince the employers. Secondly, the analysis status, affect, and contact signifies that the status between the applicants and the employers of both types of application letters is unequal. In case of affect, the positive judgment is created toward the company and the applicants

themselves. Finally, the analysis of contact shows that both types of application letters apply low degree of involvement among participants but have high readability and familiar language. The clear difference of solicited and unsolicited letters can be seen by taking a look at where the letters came from. American and European solicited and unsolicited letters are different in the way of applying proposal demanding and giving goods and services, and arranging types of process. Meanwhile, Asian solicited and unsolicited application letters have a tendency to similarly organize the letters.

