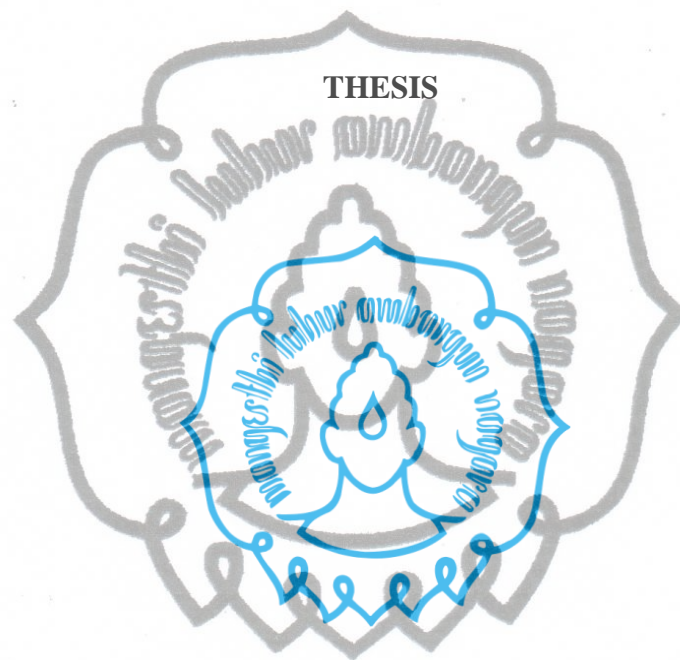


**DEVELOPING WEFO (WRITING ENGLISH FOR OFFICE) E-BOOK
FOR OFFICE ADMINISTRATION STUDY PROGRAM
IN VOCATIONAL HIGH SCHOOL**

**(A Research and Development Study at the Eleventh Grade of
Vocational High School)**



**by:
IGA YOLANDA
S891702014**

**Written as Partial Fulfillment of the Requirements for Graduate School
Degree of English Language Teaching**

**ENGLISH EDUCATION DEPARTMENT GRADUATE SCHOOL
FACULTY OF TEACHER TRAINING AND EDUCATION
UNIVERSITAS SEBELAS MARET**

APPROVAL

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LEGITIMATION

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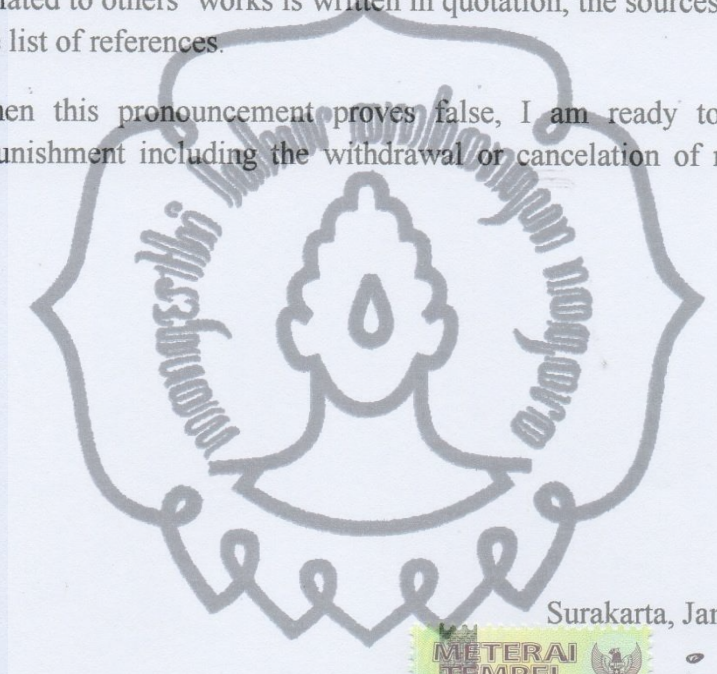
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PRONOUNCEMENT

This is to certify that I myself write the thesis entitled **“DEVELOPING WEFO (WRITING ENGLISH FOR OFFICE) E-BOOK FOR OFFICE ADMINISTRATION STUDY PROGRAM IN VOCATIONAL HIGH SCHOOL (A Research and Development Study at the Eleventh Grade of Vocational High School)”**. It is not the product of plagiarism or made by others. Anything related to others' works is written in quotation, the sources of which are listed on the list of references.

If then this pronouncement proves false, I am ready to accept any academic punishment including the withdrawal or cancelation of my academic degree.



Surakarta, January 2019



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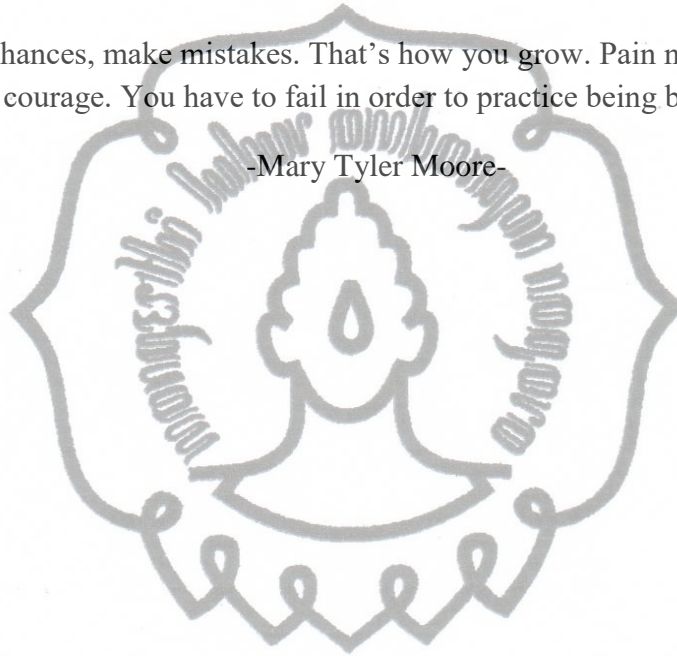
MOTTO

“A success comes to the one who tries to get it, but not for the one who only expects it”

-Eliza Zuzana-

“Take chances, make mistakes. That’s how you grow. Pain nourishes your courage. You have to fail in order to practice being brave”

-Mary Tyler Moore-



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DEDICATION

This thesis is dedicated to

My beloved mother and father

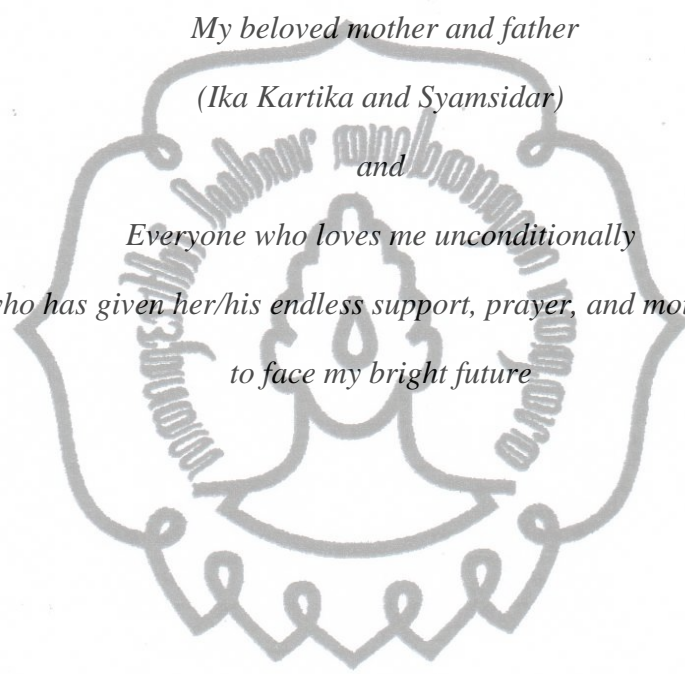
(Ika Kartika and Syamsidar)

and

Everyone who loves me unconditionally

who has given her/his endless support, prayer, and motivation

to face my bright future



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ABSTRACT

Iga Yolanda, S891702014, 2019. DEVELOPING WEFO (WRITING ENGLISH FOR OFFICE) E-BOOK FOR OFFICE ADMINISTRATION STUDY PROGRAM IN VOCATIONAL HIGH SCHOOL (A Research and Development Study at the Eleventh Grade of Vocational High School). A Thesis. First Consultant: Dr. Ngadiso, M.Pd; Second Consultant: Dr. Sumardi, M.Hum. English Education Department, Graduate Program, Universitas Sebelas Maret.

The objectives of this research are: 1) to find out the quality of existing writing materials for office administration students and 2) to describe the development of WEFO E-book in teaching writing for Office Administration students.

This study was a Research and Development (R&D) study adapted the R&D model proposed by Borg and Gall (1983) as cited in Sugiyono (2015) with some modifications consisting of exploration stage and product development stage. Exploration stage describes: (1) the quality of existing writing materials in the textbook used at Office Administration study program and (2) the Office Administration students' needs toward writing materials. Meanwhile, the product development stage informs: (1) the prototype development process, (2) the result of expert judgment toward the prototype, and (3) the result of the prototype tryout. The data in the exploration stage were obtained by conducting theoretical review, interview, questionnaire, observation, and document analysis. Meanwhile, the data in the model development stage were obtained by conducting observation, Focus Group Discussion (FGD), questionnaire, and expert judgment. The data of questionnaire were analyzed quantitatively using frequency and percentage. The data from document analysis, interview, observation, and FGD were analyzed qualitatively using interactive model which consists of data collection, data reduction, data display, and conclusion drawing.

The finding in exploration stage showed that the existing textbook is not closely concerned with the aims of Office Administration study program in Vocational High School. The book is not composed based on Office Administration students' need. The material, situations, topics, and vocabularies of the book provide general English which are not suited to teaching and learning situation in Vocational High School. Based on the data of need analysis, the students need the writing materials which are suitable for their study program so those materials can be useful in their future career after graduation.

The product of this study is supplementary writing materials entitled "WEFO (Writing English for Office) e-book" for eleventh grade students of Office Administration study program in Vocational High School. WEFO e-book was developed by considering several aspects: aim, content, material organization, design, and accessibility. WEFO e-book consists of four chapters, "Business Letters", "Application letter and CV", "Personal Letter", and "Memo" which are based on the Office Administration students' need toward writing materials. Each chapter consists of pre-writing, drafting, responding, editing, and reflection activities. The prototype was validated by the content expert and instructional expert. The prototype was tried-out and revised to get the feasible product. After

going through three trials, it could be concluded that the prototype is feasible for teacher to teach, for students to study, and for developing the indicators of writing.

Keywords: WEFO e-book; Writing material; Office Administration; Vocational High School; Research and Development



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First and foremost, I thank to Allah, with Him there is nothing impossible. There are a number of people without whom this thesis might not have been written, to whom I am greatly indebted.

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I am extremely thankful to my thesis consultants, Dr. Ngadiso, M.Pd. & Dr. Sumardi, M.Hum. who have been very helpful in providing valuable suggestions and constructive feedbacks. Thank you for advising me throughout this process.

A special thanks goes to my thesis examination board who has provided thoughtful comments and valuable suggestions for the betterment of my thesis.

I am so thankful to my parents and family who have given big supports and motivations to finish this thesis.

I also want to thank Fitra Hadi. Thank you for being there and encouraging me when I was in my good and bad condition.

I would like to thank my participants for their willingness to provide valuable information during this study.

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