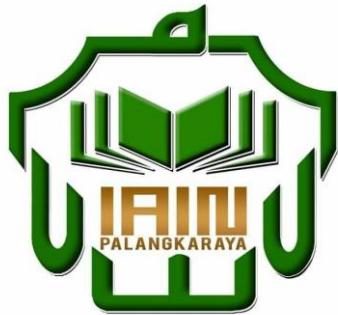


**COMPARING THE STUDENTS' ABILITY BETWEEN THE OFFICE
ADMINISTRATION AND MARKETING PROGRAMS
IN WRITING APPLICATION LETTER AT THE ELEVENTH GRADE OF
SMKN 2 PALANGKA RAYA**

THESIS

Presented to the Language Education Department of the Faculty of Teacher Training and Education of the State Islamic Institute of Palangka Raya in Partial Fulfillment of the Requirement for the Degree of *Sarjana Pendidikan Islam*
(*S.Pd.I*)



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Sudah dapat diujikan untuk memperoleh Gelar Sarjana Pendidikan Islam pada bidang Pendidikan Bahasa Inggris di IAIN Palangka Raya.

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DECLARATION OF AUTHENTICCATION

In the name of Allah, the Most Beneficent, the Most Merciful.

I am declare that the thesis entitled **COMPARING THE STUDENTS' ABILITY BETWEEN THE OFFICE ADMINISTRATION AND MARKETING PROGRAMS IN WRITING APPLICATION LETTER AT THE ELEVENTH GRADE OF SMKN 2 PALANGKA RAYA** is truly my own writing. If it is not my own writing, the Institute is entitled to give sanction according to the rule applying.

Palangka Raya, 23 November 2015

My own Declaration

ANDREAN
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All the praises and thanks to Allah who has breathed a great soul into our physical, so that He create us within hearing, seeing, and feeling/hearts. Then also, Sholawat and salam be upon to the only one messenger, Muhammad SAW. So that we can recognize Islam. Through the truth, the writer have the spirit in enjoying a life and finishing this thesis entitled **COMPARING THE STUDENTS' ABILITY BETWEEN THE OFFICE ADMINISTRATION AND MARKETING PROGRAMS IN WRITING APPLICATION LETTER AT THE ELEVENTH GRADE OF SMKN 2 PALANGKA RAYA** as the requirement for the degree of S1 in English Study Program in IAIN Palangka Raya. In addition, while the finishing process this thesis, the writer would like to dedicate best thanks to:

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The writer realized that this thesis still far from the perfect, therefore some constructive critics and suggestions are welcomed. Finally, may Allah and His messenger bless us.

PalangkaRaya, November 2015

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DEDICATION

This thesis dedicated for:

My Beloved father SUDIRMANSYAH, and my beloved mother SRI ANI.
Thanks for being my best parent. Thanks for your love, your time,
and everything that you have given to me.

My beloved Brother and Sister, YULIA MEINARIANTY and RIKO RAHMAN. Thanks for the time that we have spent together.

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Motto

**JIKA ENGKAU MELIHAT, LIHAT SAJA. JIKA ENGKAU
MENDENGAR, DENGAR SAJA. PERTIMBANGKAN DALAM HATI,
BIARKAN RASA YANG MENENTUKAN.**

**COMPARING THE STUDENTS' ABILITY BETWEEN THE OFFICE
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APPLICATION LETTER AT THE ELEVENTH GRADE OF SMKN 2
PALANGKA RAYA**

ABSTRACT

The research intent onto compare the students' ability between the students of office administration and marketing programs in English functional writing, especially in writing application letter at the eleventh grade of SMKN 2 Palangka Raya.

This research was quantitative research which using ex-post facto design. The writer collected the data using the test and the documentation. The test was written test of application letter in English subject for the students of the office administration and marketing programs at the eleventh grade of SMKN 2 Palangka Raya. Then, the students' sheet were corrected by scoring rubric of business letter. Finally, the writer analysed the students' score by using *t* test, which was using both manual calculation and SPSS version 22 program.

The result of research shown that hypothesis alternative (H_a) was rejected and null hypothesis (H_0) was accepted. It meant that there is no significant difference ability between the students of office administration and marketing programs in writing application letter. The writer found its factors such as: first, the students got the same material. Second, although there were different program in vocational high school, the teacher used the same syllabus. Third, the students got the same time (five hours a week) on learning English process.

Key words: Comparing, Application letter, Writing Ability, Office administration and Marketing Programs.

**MEMBANDINGKAN KEMAMPUAN SISWA ANTARA PROGRAM
ADMINISTRASI PERKANTORAN DAN PROGRAM PEMASARAN
DALAM MENULISAN SURAT LAMARAN PADA KELAS SEBELAS
SMKN 2 PALANGKA RAYA**

ABSTRAK

Penelitian ini dilakukan bertujuan untuk membandingkan kemampuan siswa antara siswa yang berada di program administrasi perkantoran dan siswa di program pemasaran dalam menulis bahasa Inggris fungsional, khususnya dalam menulis surat lamaran pekerjaan pada kelas sebelas SMKN 2 Palangka Raya.

Penelitian ini ialah penelitian kuantitatif dengan menggunakan desain *expost facto*. Penulis mengumpulkan data dengan menggunakan tes dan dokumentasi. Tes yang diajukan ialah berupa tes menulis surat lamaran kerja pada mata pelajaran bahasa Inggris pada siswa jurusan administrasi perkantoran dan jurusan pemasaran kelas sebelas di SMKN 2 Palangka Raya. Lembar tulisan para siswa kemudian dikoreksi menggunakan panduan mengoreksi menulis surat. Akhirnya nilai para siswa kemudian di analisis dengan menggunakan dengan cara uji t, yakni dengan penghitungan manual dan penghitungan menggunakan program SPSS versi 22.

Hasil penelitian menunjukkan bahwa hipotesis alternatif (*ha*) ditolak dan hipotesis *null* (*ho*) diterima. Ini berarti bahwa tidak ada perbedaan kemampuan antara siswa program administrasi perkantoran dan siswa program pemasaran dalam penulisan surat. Peneliti menemukan penyebab tersebut bahwa: pertama, persamaan materi yang dapat oleh para siswa. Kedua, meskipun sekolah memiliki jurusan yang berbeda, silabus dalam pembelajaran bahasa Inggris ialah sama. Ketiga, setiap siswa mendapatkan kesempatan waktu yang sama dalam proses pembelajaran bahasa Inggris.

Kata kunci: Perbandingan, Surat lamaran, Kemampuan Menulis, Program Administrasi Perkantoran dan Program Pemasaran.

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