

**DEVELOPING ENGLISH CORRESPONDENCE MODULE FOR OFFICE
ADMINISTRATION STUDENTS OF SMK NEGERI 1 TANAH GROGOT**

BACHELOR THESIS



By

Annisa Nur Ramadhani

2000004010

**ENGLISH EDUCATION STUDY PROGRAM
FACULTY OF TEACHER TRAINING AND EDUCATION
UNIVERSITAS AHMAD DAHLAN
YOGYAKARTA**

2024

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ADMINISTRATION STUDENTS OF SMK NEGERI 1 TANAH GROGOT**

BACHELOR THESIS

Submitted to the Faculty of Teacher Training and Education
Universitas Ahmad Dahlan Yogyakarta as a Partial Fulfillment of the Requirements
for the Attainment of Sarjana Pendidikan



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Defended before the board of examiners of
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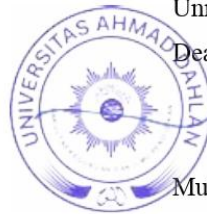
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Dengan ini saya menyerahkan hak *sepenuhnya* kepada Perpustakaan Universitas Ahmad Dahlan untuk menyimpan, mengatur akses serta melakukan pengelolaan terhadap karya saya ini dengan mengacu pada ketentuan akses tugas akhir elektronik sebagai berikut

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Mengetahui,
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Dr. Azwar Abbas, M.Hum.

MOTTO

There is no such thing as a failed dream; there are only dreams that are postponed.
However, if you feel like you've failed to achieve a dream, don't worry—other
dreams can always be made

-Windah Basudara-

I will pretend to be elegant, dive like a swan even though I am out of breath

-Swan Song by LE SSERAFIM-

The end of this difficult road is filled with flowers

-Dreamlike by IZ*ONE-

DEDICATION PAGE

First of all, I would like to express my gratitude to Allah SWT for His blessings, mercy, and grace. Through His guidance, I have been granted knowledge, experience, strength, patience, and the opportunity to complete this thesis. Throughout the writing process, I have received invaluable help in terms of time, effort, and insight from various people. Therefore, I would like to dedicate this research to:

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It is a prayer that the help and good deeds given to the researcher get the reward and pleasure of Allah SWT. The researcher realizes this thesis is far from perfection. Therefore, the criticism and advice that builds the researcher expects for the perfection of this thesis.

Yogyakarta, 26 Agustus 2024

Researcher

A handwritten signature in black ink, consisting of stylized, cursive letters that appear to read 'Annisa Nur Ramadhani'.

Annisa Nur Ramadhani

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ABSTRACT

English is a crucial global language, widely used in professional environments. In Indonesia's educational system, English is one of the essential skills that students must master to support their future careers, particularly in international settings. However, students in Indonesia often struggle with its practical application, especially in vocational contexts. The English taught in schools frequently does not align with what students need, and the materials often do not reflect real-life situations that students will encounter in the workplace. Therefore, there is a need for English materials and media that are customized to students' needs to ensure that the learning objectives are easily achieved. This study aims to identify Office Administration students' needs for the English Correspondence Module at SMK Negeri 1 Tanah Grogot, develop an English correspondence module for Office Administration students at SMK Negeri 1 Tanah Grogot, and to find out the Office Administration students' judgment of the English Correspondence Module.

In this research, the ADDIE model was used to develop the module. ADDIE consists of five stages: analysis, design, development, implementation, and evaluation. The researcher conducted a needs analysis using a questionnaire filled out by students and results from semi-structured interviews with teachers. The module was assessed by the students to judge the aspect of the module and find out their opinion with an assessment form.

The needs analysis was done to identify students' target needs and learning needs. The needs analysis results showed that the necessities, wants, and lacks of the students are in grammar and structure learning, and the students preferred a writing

activities are related to their study. During the design process, the materials were developed and consist of five chapters: Business Letter, Inquiry Letter, Offering Letter, Order Letter, and Application Letter & CV. The module was developed as an electronic module, and each chapter includes a material overview, exercises, and a vocabulary list. Before testing, the developed module was validated and revised by material and media experts. The module was tested on 34 Office Administration students in Phase F of the Merdeka curriculum and assessed based on five aspects: module cover, module display, color composition, ease of understanding the material, and media attractiveness and alignment. The module cover received an average score of 84.5%, module display received 86.7%, color composition received the highest score of 88.7%, the ease level of understanding the material received 86%, and media attractiveness and alignment received 85.2%. All aspects of the module were rated as “Very Good”, showing that the module met students' expectations for materials that align with their needs.

Keywords: English correspondence, module, office administration