

**A CONTRASTIVE ANALYSIS BETWEEN ENGLISH AND
INDONESIAN LETTER WRITING**

THESIS

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**ENGLISH EDUCATION STUDY PROGRAM
FACULTY OF TEACHER TRAINING AND EDUCATION
UNIVERSITAS MUHAMMADYAH PALEMBANG
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**A CONTRASTIVE ANALYSIS BETWEEN ENGLISH AND INDONESIAN
LETTER WRITING**

THESIS

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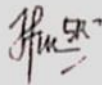
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MOTTO AND DEDICATION

Motto:

“Indeed, Allah will not change people’s lives until they change by themselves” (Q.S Ar-Ra’d: 11).

Dedication:

This is dedicated with love and grateful heart to the most important persons in my life, my mother and my father who always support me in finance, motivation, and prayers.

The next for my great advisors, Prof. Dr. Indawan Syahri, M.Pd. and Masagus Sulaiman, S.Pd., M.Pd. without them I may not be able to complete my thesis on time.

SURAT PERNYATAAN KEASLIAN KARYA

Saya yang bertanda tangan dibawah ini:

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Menyatakan bahwa skripsi berjudul:

"Analysis Between English and Indonesian Letter Writing."

Beserta seluruh isinya adalah benar merupakan hasil karya sendiri dan saya tidak melakukan penjiplakan atau pengutipan dengan cara-cara yang tidak sesuai dengan etika keilmuan dalam masyarakat ilmiah.

Atas pernyataan ini, saya siap menerima segala sanksi yang berlaku atau yang ditetapkan untuk itu, apabila dikemudian ternyata pernyataan saya tidak benar atau ada klaim dari pihak lain terhadap keaslian skripsi saya.

Palembang, Agustus 2022

Yang menyatakan,



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Abstract

Ramadhanti, Tiwik. 2022. A Contrastive Analysis Between English and Indonesian Letter writing. This thesis by English Education Study Program, Sarjana Degree (S1), Faculty of Teacher Training and Education, *Universitas Muhammadiyah Palembang*. Advisor (1) Prof. Dr. Indawan Syahri, M.Pd., (2) Masagus Sulaiman, S.Pd., M.Pd.

This research is formulated on the following question "What are the similarities, dissimilarities, and teaching implication of English and Indonesian letter-writing?". The objectives of this research are to find out the similarities, dissimilarities, and teaching implication between English and Indonesian letter-writing. The researcher used a qualitative method design. In collecting the data, the researcher used documentations by asking students to write job application letters in English and Indonesian version. The researcher used 18 students as the subject of the research. In analyzing the data, the researcher used qualitative data analysis technique. The results showed that they were 5 similarities in terms of heading, salutation, body of the letter, complimentary close and signature, while dissimilarities occurred in heading and body of the letter. In addition, the teaching implications of this research is as the reference for English teachers to design writing teaching materials especially in teaching job application letter.

Keywords: Contrastive Analysis, Letter-writing, Similarities, and dissimilarities.

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Palembang, August 2022

The researcher,

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CHAPTER I

INTRODUCTION

This chapter presents background of the study, formulation of the problem, objectives of the study, and significance of the study.

A. Background of the Study

Language is a tool for communication, as stated by Khair (2018, p. 85) language is a need for every human being. Language is also an element of culture and a symbol for humans to communicate with all their needs. Through language, humans can convey or receive various messages, both for themselves and for others. Humans as social beings need a means to interact with other humans in society. For the sake of social interaction, a communication vehicle called language is needed. Every society has a language. This statement can be interpreted that language is a tool for communicating and interacting in society, and every society has its own language to use to interact with each other. Richards, Schmidt, Kendricks & Kim (2002, p. 283) define language as the system of human communication which consists of the structural arrangement of sounds (their written representation) into large units, e.g., morphemes, words, sentences, utterances, etc." It means that language is a means or instruments of communication, which consists of spoken and written forms, and they are arranged structurally into parts mentioned before.

Richards, Schmidt, Kendricks & Kim (2002, p. 283) define language as the system of human communication which consists of the structural arrangement of sounds (their written representation) into large units, e.g., morphemes, words, sentences, utterances, etc." It means that language is a means or instruments of communication, which consists of spoken and 1written forms, and they are arranged structurally into parts mentioned before. Therefore, it is also very important for us to learn a foreign language such us English.

Learning English means learning for language skills such as listening, speaking, reading, and writing. According to Ferretti & Graham (2019, p. 1347)

writing is a semiotic tool that supports communication and social relationships, is learned and practiced in social situations, and is used to accomplish inherently social goals. From this statement, it can be concluded that writing can also be considered as a means of communication in written form. In writing students are needed to master the writing procedure and format especially in letter-writing.

Letter-writing is one of the language activities carried out in written communication. Letters are also a tool to convey written information to a second party, the things conveyed can be in the form of statements, requests, reports, and so on. Correspondence can no longer be separated from institutions Mileh (2019, p. 1). Therefore, the correct rules are needed so that the message to be conveyed by letter can be in accordance with what is understood by the recipient of the letter. This shows that writing a good and correct letter is very important to know. The parts of the letters used must also be correct, whether it is writing Indonesian or English letters.

It should be noted that writing-letter in English and in Indonesian is different. People often find mistakes in writing letters, especially writing letters in English, for example; People who will write letters in English usually only rely on one platform, namely online translation, by copying all sentences in letters that have been made in Indonesian by directly translating everything on the online translate platform, and producing English sentences to put in mail instantly regardless of the difference in the structure of the letter. This is common among people who will write letters in English.

From the explanation stated, it can be concluded that letters in Indonesian and in English are very important to be known and studied by the community, including teachers and students at school, in order to create good and correct letters. Because there are some similarities and dissimilarities in the structure that must considering. That is why the researcher analyzed research under the title "***A Contrastive Analysis between English and Indonesian Letter-writing***". This research is also expected to help the community, especially students, in developing writing skills. This research

limited or focus on the contrastive analysis between English and Indonesian letter-writing in term of job application letter.

B. Formulation of the Problem

The research problem was formulated in the following questions:

- a. What are the similarities and dissimilarities between English and Indonesian letter-writing?
- b. What are the teaching implications of contrastive analysis between English and Indonesian letter-writing?

C. Objective of the Study

The objectives of this research were as follows:

- a. To find out the similarities and dissimilarities between English and Indonesian letter-writing.
- b. To find out the teaching implications of contrastive analysis between English and Indonesian letter-writing.

D. Significance of the Study

Directly the results of this research will provide information about writing letters in English and Indonesian in a precise and structured manner as follows:

- a. For the researcher herself

With a contrastive analysis English and Indonesian letter-writing, the researchers hope that this research can add insight to researchers about English and Indonesian letter-writing.

- b. For English teacher

With a contrastive analysis of writing letters in English and Indonesian, the researcher hope that this research can provide useful information to English teachers about teaching writing skills in terms of job applications letter-writing for themselves and students.

c. For English students

The researcher hopes that this research can also develop students' writing skills in writing English and Indonesian letters so that they are more ready to they are career of work.

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