

**EVALUATING AND SUGGESTING MATERIALS FOR SPEAKING IV
STUDENTS OF THE SECRETARIAL DEPARTMENT OF
WIDYA MANDALA CATHOLIC UNIVERSITY
BASED ON ESP APPROACH**

A THESIS

**In Partial Fulfilment of the Requirements for
the Sarjana Pendidikan Degree in
English Language Teaching**



By

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PROGRAM STUDI PENDIDIKAN BAHASA INGGRIS
PEBRUARI, 1996**

APPROVAL SHEET

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This thesis entitled EVALUATING AND SUGGESTING MATERIALS FOR SPEAKING IV STUDENTS OF THE SECRETARIAL DEPARTMENT OF WIDYA MANDALA CATHOLIC UNIVERSITY BASED ON ESP APPROACH prepared and submitted by Jenny Prayitno has been approved and accepted as partial fulfillment of the requirement for the Sarjana Pendidikan degree in English Language Teaching by the following advisor.



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This thesis has been examined by the Committee on Oral Examination with a grade of B on February 9, 1996



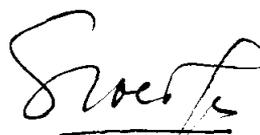
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ACKNOWLEDGEMENTS

Above all, the writer would like to thank God, in the Name of Jesus Christ for His blessing. Without His Mercy it is impossible for the writer to accomplish this thesis. Secondly, she would like to thank the people who have encouraged and helped her in the process of writing this thesis especially the following persons.

Firstly, the writer would like to express her deepest gratitude and her indebted feeling to Dra. Maria F.X. Handoko M.Pd., her first advisor and Drs. V. Luluk Prijambodo her second advisor, who have given their great help, guided the writer patiently, encouraged and supported the writer in finishing her thesis.

Secondly, the writer would like to thank Dra. Istiani Ichlas M.Pd., the Dean of Secretarial Department and Dra. Ester W. Tedja, M.Pd., the first-Vice Dean of Secretarial Department, who have allowed her to conduct this study at the Secretarial Department. She also thanks to all the sixth semester students joining Speaking IV of Secretarial Department for their participation in helping her collect the data for this study.

Thirdly, her gratitude also goes to all the lecturers of the English Department of Widya Mandala University Surabaya, who have taught her during her academic years so that she can finish her study at this university.

Fourthly, many thanks also go to her beloved parents and sisters who have trusted and taught her to be independent, prayed for her, and encouraged her in writing this thesis.

Finally, the writer also wishes to show her indebted feeling to all her friends at the English Department of Widya Mandala Catholic University, whose names are too many to be mentioned in this paper. They all have helped and supported her to accomplish this thesis.

The writer believes that God makes miracles in her life. When the writer does not know what should be done, He shows the ways. When she is confused, the Holy Spirit consoles her. Without the help and guidance of the Almighty God and persons mentioned above, this thesis would never have achieved its present form.

The writer

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ABSTRACT

EVALUATING AND SUGGESTING MATERIALS FOR SPEAKING IV STUDENTS OF THE SECRETARIAL DEPARTMENT OF WIDYA MANDALA CATHOLIC UNIVERSITY BASED ON ESP APPROACH

As the objective of the teaching of Speaking IV to the sixth semester students of the Secretarial Department is that students are expected to be able to communicate both in office and in business situation, the speaking materials given should meet the students' needs. The main reason is that the materials which meet the students' needs motivate the students' motivation to learn more and make the learning process better and faster. Because the writer is interested in the students' needs which can influence the students' motivation, she wants to know the needs of the sixth semester students joining Speaking IV at the Secretarial Department of Widya Mandala Catholic University, evaluate the present speaking materials, and suggest speaking materials which match students' needs.

In order to know students' needs, the writer distributed questionnaires to the 80 sixth semester students joining Speaking IV in A1, B2, C1 and D2 classes. After collecting the data about the students' needs, she analyzed them and defined the subjective and objective criteria based on the students' needs and the objective of Speaking IV. The eight criteria in subjective analysis were made to fit the materials requirements, while the eight criteria in objective analysis were made to evaluate whether the present speaking materials meet the students' needs or not. In the process of evaluating the materials the secretarial syllabus was used as the reference. After evaluating the objective analysis, the subjective analysis and the objective analysis were matched each other to show whether the present speaking materials meet the students' needs or not.

The results of the matching showed that the present materials partly matched the students' needs. However they can still be used if the speaking teachers do not want to replace them with the new one. Therefore, several parts should be changed, for example the text-type should be in a dialogue form, the exercises should include role play and games, the materials should provide a correct models of language use so that the students can communicate in English to support their profession later.

Finally the writer suggests some speaking materials which serve as the enrichment and modification of the present speaking materials. She also gives the procedure for applying the materials. She hopes that this study can give contribution to the Secretarial Department in order to provide the students with materials that might meet their needs.