

**AN ANALYSIS OF STUDENTS' SKILL IN WRITING BUSINESS LETTER AT
THE FIVE SEMESTER UNIVERSITY OF PASIR PENGARAIAN**

A THESIS

Intended to fulfill one of the requirements for
requirements for the award of sarjana degree in
english study program



BY:

IKHWAN DWI KURNIAWAN
NIM. 2032017

ENGLISH STUDY PROGRAM

FACULTY OF TEACHING TRAINING AND EDUCATION

UNIVERSITY OF PASIR PENGARAIAN

2025

DEAN'S APPROVAL SHEET

The Dean of FKIP UPP Certified that

IKHWAN DWI KURNIAWAN
NIM. 2032017

**Has Completely Taken
The Final Examination for Sarjana Degree
In English Study Program
University of Pasir Pengaraian
on Thursday, January 30th 2025**

The Dean



Dr. PIPIT RAHAYU, M.Pd
NIP. 198601312009032002

ADVISORS' APPROVAL SHEET

**AN ANALYSIS OF STUDENTS' SKILL IN WRITING BUSINESS LETTER
AT THE FIVE SEMESTER UNIVERSITY OF PASIR PENGARAIAN**

Thesis

By :

**NAME : IKHWAN DWI KURNIAWAN
NIM : 2032017
STUDY PROGRAM : ENGLISH STUDY PROGRAM**

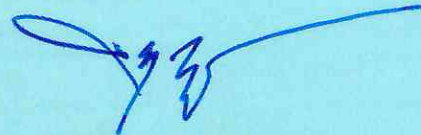
Approved by :

ADVISOR I



Dr. PIPIT RAHAYU, M.Pd
NIP. 198601312009032002

ADVISOR II



Dr. ERIPUDDIN, S.Hum., M.Pd
NIDN. 1001068505

The Head of English Study Program



Dr. PIPIT RAHAYU, M.Pd
NIP. 198601312009032002

EXAMINERS' APPROVAL SHEET

This is to certify that

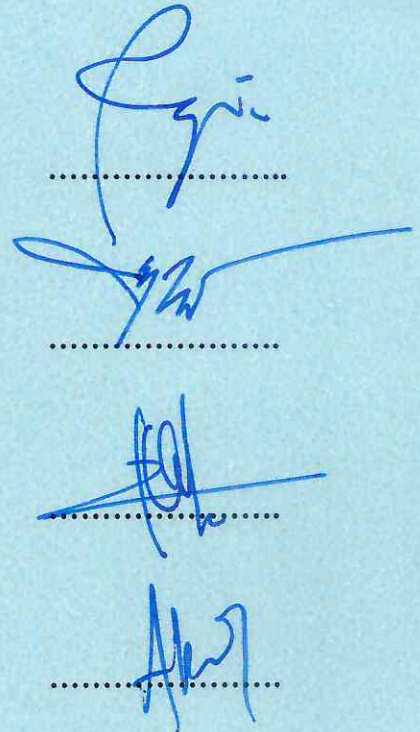
IKHWAN DWI KURNIAWAN
NIM. 2032017

Has been examined by the Examination Committee of English Study Program of
FKIP University of Pasir Pengaraian for Sarjana Degree

On Thursday, January 30th 2025

Examination Committee

1. **Dr. PIPIT RAHAYU, M.Pd**
NIP. 198601312009032002
Chairman
2. **Dr. ERIPUDDIN, S.Hum., M.Pd**
NIDN. 1001068505
Member
3. **Dr. UMMI RASYIDAH, M.Pd**
NIDN. 1016118702
Member
4. **AZI NURAZIMA JUHASTRI, M.Pd**
NUPTK. 1639772673230322
Member



.....

.....

.....

.....

Statement of Academic Integrity

I, the Undersigned,

Name : IKHWAN DWI KURNIAWAN

Student Number : 2032017

Place of Birth : Rantau Suka Mulya

Date of Birth : August 20, 2002

Program of Study : English Study Program

State that the thesis I have written, entitled "An Analysis of Students' Skill In Writing Business Letter at The Five Semester University of Pasir Pengaraian," meets one of the requirements for the award of an undergraduate degree in the English Study Program in the Faculty of Teacher and Education, with the results of his work. In contrast, the materials in the thesis quoted from the other resources have been clearly stated based on the norms and ethics of scientific writing. However, if it is subsequently found that this entire thesis is not my original work or if I have engaged in plagiarism, I accept that my degree may be revoked. I may face additional penalties by applicable laws.

The researcher



METERAI
TEMPORAL
7EAMX140910005

IKHWAN DWI KURNIAWAN
NIM.2032017

ABSTRACT

Ikhwan Dwi Kurniawan, (2025) : " An Analysis of Students' Skill in Writing Business Letter at five Semester Students University of Pasir Pengaraian".

The purpose of this research is to see how the ability to write business letters of five semester English language students at Pasir Pengaraian University is. The data analysis method that researchers use is a writing test. English language students of University provide writing test results, the researcher found that students' skills in writing business letters were quite good based on the results of three raters' assessment data. Considering the findings of the previous chapter, data fraud, and data analysis, the researcher concluded that eleven of the twenty-one students had fairly good skills in writing business letters and the rest low. Moderate and high criteria.

The conclusion of this research is on the content indicator, three students obtained a perfect score of 3.00 from three rater, although there are students who achieve average is 2.33 with moderate criteria. Organizational indicators show similar variations with 2.33 moderate content indicators. And language 3 students received score of average is 2.36 with high criteria.

Keyword : Writing, Business Letter

ABSTRAK

Ikhwan Dwi Kurniawan, (2025) : " An Analysis of Students' Skill in Writing Business Letter at Five Semester Students University of Pasir Pengaraian".

Tujuan dari penelitian ini adalah untuk melihat bagaimana kemampuan menulis surat bisnis mahasiswa bahasa Inggris semester enam di Universitas Pasir Pengaraian. Metode analisis data yang peneliti gunakan adalah tes tertulis. Mahasiswa Bahasa Inggris Universitas memberikan hasil tes menulis, peneliti menemukan bahwa keterampilan mahasiswa dalam menulis surat bisnis cukup baik berdasarkan hasil data penilaian tiga penilai. Mengingat temuan bab sebelumnya, penipuan data, dan analisis data, peneliti menyimpulkan bahwa sebelas dari dua puluh satu siswa memiliki keterampilan yang cukup baik dalam menulis surat bisnis dan sisanya rendah. Kriteria sedang dan tinggi.

Kesimpulan penelitian ini adalah Pada indikator isi, terdapat tiga orang siswa yang memperoleh nilai sempurna sebesar 3,00 dari tiga orang penilai, meskipun terdapat siswa yang memperoleh nilai* rata-rata sebesar 2,33 dengan kriteria sedang. Indikator organisasi menunjukkan variasi serupa dengan 2,33 indikator isi sedang. Dan indikator bahasa 3 siswa yang memperoleh nilai rata-rata adalah 2,36 dengan kriteria kebahasaan tinggi.

Keyword : Writing, Business Letter

ACKNOWLEDGEMENT

Alhamdulillah *rabbi'l'alam*, in the name of Allah the Almighty, the Most Merciful, who has opened the heart, thought, and mind of His creatures and who always gives the best love to the researcher in complementing this thesis under the title "An Analysis Students Skill in Writing Business Letter at Sixth Semester Students University of Pasir Pengaraian| Shalawat and Salam to Prophet Muhammad Sallallahu alayhi wa sallam who is the best leader to obey and the best apostle to convince.

First of all, the researcher would like to express my sincere gratitude and appreciation to:

1. Dr. Hardianto, M.Pd is the Rector at the University of Pasir Pengaraian.
2. Dr. Pipit Rahayu M.Pd is the Dean of the Faculty of Teacher Training and Education, the Head of the English Study Program and my advisors
3. Dr. Eripuddin, M.Pd, are my advisors for enhancing my spirit, giving support, greats help, and contributing knowledge to finish my thesis.
4. Evi Kasyulita, M.Pd, Azi Nurazima M.Pd, Dr. Ummi Rasyidah, M.Pd are my examiners who gave valuable input and solutions to this thesis.
5. Special thanks to my beloved father Sakri, my beloved mother Turiatik, and my family, who have given love and prayer in my life, meaningful and valuable support, both material and spiritual.
6. Special thanks to my beloved friends Nuri Pratama, Bayu Arya , Apria Elsa, Intan Permata Sari and Elvina Khoirunnisa for providing support and assistance in my college life and the completion of this thesis.

Finally, the researcher realized that the thesis was still imperfect. The researcher hopes that this thesis can be helpful for the development of education.

Pasir Pengaraian, January 2025

The Researcher

Ikhwan Dwi Kurniawan
NIM(2032017)

TABLE OF CONTENT

ACKNOWLEDGMENT	i
TABLE OF CONTENT	iii
LIST OF TABLE	iv
LIST OF APPENDIX	v
CHAPTER I INTRODUCTION	
1.1 Background of the Problem	1
1.2 Limitation of the Problem	4
1.3 Formulation of the Problem	4
1.4 Purpose of the Problem	5
1.5 Significance of the research	5
1.6 Definition of key terms	5
CHAPTER II REVIEW OF THE RELATED LITERATURE	
2.1 Review of the Related Theories.....	6
2.1.1 The Nature of Writing.....	6
2.1.2 The Purpose of Writing.....	8
2.1.3 The Assessment in Writing.....	9
2.1.4 Component of Writing	10
2.2 The Definition of Writing Business Letter	12
2.2.1 The General Format of Application Letter	15
2.3 The Definition of Business Letter.....	12
2.3.1 Business Letter Session.....	15
2.3.2 Types of Business Letter	18
2.3.3 The Form of Business Letter	13
2.3.4 The Indicator of Business Letter	13
2.4 Review of the Related Findings.....	20
2.5 Conceptual Framework.....	21
CHAPTER III RESEARCH METHODOLOGY	
3.1 Research Design	23
3.2 Setting of the Research	23
3.3 Instrumentations.....	24
3.4 Technique of Collecting the Data	25
3.5 Technique of Analyzing the Data	26

CHAPTER IV FINDING AND DISCUSSION

4.1 Research Finding44
 4.1.1 Data Description.....44
4.2 Limitation of the Research.....50
4.3 Discussion52

CHAPTER V CONCLUSIONS AND SUGGESTIONS

5.1 Conclusion53
5.2 Suggestion.....54

BIBLIOGRAPHY

APPENDICES

LIST OF FIGURE

Figure 2.1 Conceptual Framework of the Research.....20

LIST OF TABLES

Table 3.1. Score Items Positive and Negative	22
Table 3.2 Lattice Research Questionnaire	23
Table 3.3 The Scale of Students' Perception.....	28

LIST OF APPENDICES

APPENDIX I

APPENDIX II