



**The Correlation between Students' Perceptions on
Their Mastery of English for Secretary and
Their English Correspondence Skills:
A Correlational Study at the ASMI Buddhi Tangerang**

**Weina Agnestya Fauline Stefani Putri
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Undergraduate Thesis

**English Teaching Study Program
Faculty of Education and Teachers Training
Christian University of Indonesia
Jakarta
2013**

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0912150002**

**Undergraduate Thesis
Submitted in partial fulfillment of the requirements
for the degree of Sarjana Pendidikan in Pendidikan Bahasa Inggris**

**English Teaching Study Program
Faculty of Education and Teachers Training
Christian University of Indonesia
Jakarta
2013**

ADVISORS' APPROVAL

As the research supervisors of the following student:

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Correspondence Skills: A Correlational Study at the ASMI
Buddhi Tangerang
Date of the Exam : 30th August 2013

We certify that we have read this student's defended thesis (title above), have approved changes required by the final examiners, and recommended this thesis to the Faculty of Education and Teachers Training of the Christian University of Indonesia for acceptance.

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Board of Examiners

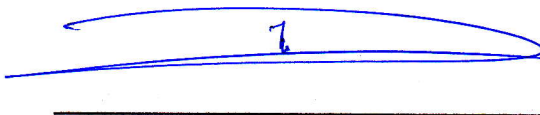
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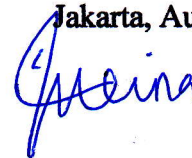
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Student's Reg. No. : 0912150002

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Jakarta, August 2013



Weina Agnesty Fauine Stefani Putri

MOTTO

**“Blessed is the man who trusts in the LORD,
and whose hope is the LORD.”**

Jeremiah 17:7

DEDICATION

This final project is particularly dedicated to:

Beloved late father, Mr. Pdt. Stefen Magablo, S.Pak., M.A.

Beloved mother, Mrs. Dra. Nathalia Magablo, M.A., M.M., Ph.D.

Dearest sister, Ruth Victorina Claudia Stefani Putri

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She also would like to express her gratitude especially to **all her classmates** and the **Youth of GKO Tangerang** for their generous help and support. Finally a million of thanks to all those have given endless contribution in the process of completing this thesis.

May God Bless Us in Happiness and Sorrow!!!

Jakarta, August 2013

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ABSTRACT

Weina Agnestya Fauline Stefani Putri. NIM: 0912150002. The Correlation between Students' Perceptions on Their Mastery of English for Secretary and their English Correspondence Skills. An Undergraduate Thesis. Faculty of Education and Teachers Training, Christian University of Indonesia, 2013.

Many companies in Indonesia corporate with foreign companies. Therefore, many companies need employees who are able to use English. Secretary is one of employees in a company who has more responsibilities than the other employees. It is important for the company to have a qualified secretary who is able to use English either English for Secretary or English correspondence.

The objective of this study was to find out whether there is any correlation between students' perceptions on their mastery of English for Secretary and their English Correspondence skills. It was conducted by using Pearson Product Moment. The population of this study was 56 students of Secretary Academy of ASMI Buddhi Tangerang. The sample of the study was taken by using cluster sampling. There were 30 students which were taken from the Secretary Academy students of second semester and fourth semester of ASMI Buddhi Tangerang who had learnt English for Secretary I and English Correspondence I.

The instruments used were the questionnaire of students' perceptions on their mastery of English for Secretary and students' English Correspondence final exam scores. The technique for the data analysis was quantitative. The result showed the coefficient correlation is at 0.747. The correlation significance calculation obtained $t_{\text{count}} (5.948) > t_{\text{table}} (1.701)$. The finding of this research was there is a high and positive correlation between students' perceptions on their mastery of English for Secretary and their English Correspondence skills. Hopefully, this study motivates the lecturers to improve the students' English skills, and provides basic information for other researchers to conduct further study on the same area.

ABSTRAK

Weina Agnestya Fauline Stefani Putri. NIM: 0912150002. The Correlation between Students' Perceptions on Their Mastery of English for Secretary and Their English Correspondence Skills. An Undergraduate Thesis. Faculty of Education and Teachers Training, Christian University of Indonesia, 2013.

Banyak perusahaan di Indonesia bekerja sama dengan perusahaan asing. Oleh karena itu, banyak perusahaan membutuhkan karyawan yang mampu menggunakan bahasa Inggris. Sekretaris adalah salah satu karyawan di perusahaan yang mempunyai tanggung jawab yang lebih besar daripada karyawan lainnya. Sangatlah penting bagi sebuah perusahaan untuk mempunyai sekretaris yang berkualitas, yang mampu menggunakan bahasa Inggris untuk sekretaris dan korespondensi dalam bahasa Inggris.

Tujuan dari penelitian ini adalah untuk mengetahui apakah terdapat hubungan antara persepsi mahasiswa terhadap penguasaan bahasa Inggris untuk sekretaris dan keterampilan mereka dalam korespondensi menggunakan bahasa Inggris. Penelitian ini dilaksanakan dengan menggunakan *Pearson Product Moment*. Populasi penelitian ini adalah 56 mahasiswa Akademi Sekretaris ASMI Buddhi Tangerang. Sample penelitian ditentukan dengan menggunakan *cluster sampling*. Sampel penelitian terdiri atas 30 mahasiswa yang berasal dari mahasiswa semester dua dan semester empat Akademi Sekretaris ASMI Buddhi Tangerang. Mereka dipilih sebagai sampel karena mereka telah mengikuti mata kuliah Bahasa Inggris untuk Sekretaris I dan Surat Menyurat Bahasa Inggris I.

Instrumen yang di gunakan dalam penelitian ini adalah angket persepsi mahasiswa terhadap penguasaan bahasa Inggris untuk sekretaris dan nilai UAS Surat Menyurat Bahasa Inggris I. Penelitian ini menggunakan teknik kuantitatif untuk menganalisa data. Hasil penelitian menunjukkan koefisien korelasi pada 0.747. Perhitungan keberartian korelasi menghasilkan $t_{\text{count}} (5.948) > t_{\text{table}} (1.701)$. Temuan dalam penelitian ini menunjukkan bahwa terdapat hubungan yang tinggi dan positif antara persepsi mahasiswa terhadap penguasaan bahasa Inggris untuk sekretaris dan keterampilan mereka dalam korespondensi menggunakan bahasa Inggris. Penelitian ini diharapkan memotivasi dosen untuk meningkatkan keterampilan bahasa Inggris siswa, dan menyajikan pengetahuan dasar bagi peneliti lainnya yang ingin mengadakan penelitian di bidang yang sama.

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