

## ABSTRAK

Widyastuti, Cicilia Sri. 2008. *Perbedaan Kemampuan Menulis Surat Undangan Dinas Siswa Kelas VIII SMP Negeri dengan Siswa Kelas VIII SMP Swasta di Kecamatan Nanggulan Tahun Ajaran 2006/2007*. Skripsi S1 Yogyakarta : PBSID. JPBS. FKIP. USD

Penelitian ini meneliti perbedaan kemampuan menulis surat undangan dinas siswa kelas VIII SMP Negeri dengan siswa kelas VIII SMP Swasta tahun ajaran 2006/2007. Penelitian ini bertujuan: (1) mendeskripsikan kemampuan menulis surat undangan dinas siswa kelas VIII SMP Negeri, (2) mendeskripsikan kemampuan menulis surat undangan dinas siswa kelas VIII SMP Swasta, dan (3) mendeskripsikan perbedaan kemampuan menulis surat undangan dinas antara siswa kelas VIII SMP Negeri dan siswa kelas VIII SMP Swasta.

Populasi penelitian ini adalah siswa kelas VIII SMP Negeri yang berjumlah 332 orang dan siswa kelas VIII SMP Swasta yang berjumlah 30 orang. Sampel dari SMP Negeri sebanyak 40 data dan sampel dari SMP Swasta sebanyak 29 data, karena pada saat penelitian ada satu orang yang tidak hadir. Teknik pengambilan sampel dengan teknik sampling rambang strata.

Instrumen yang digunakan dalam penelitian ini adalah perintah menulis surat undangan dinas. Analisis data yang digunakan adalah memisahkan data antara kedua sekolah tersebut, membaca surat undangan dinas siswa, dan memberikan penilaian berdasarkan sembilan penilaian surat undangan dinas. Mengubah skor mentah ke nilai jadi dengan menggunakan rumus untuk menghitung skor rata-rata. Untuk mengetahui perbedaan kemampuan menulis surat undangan dinas siswa kelas VIII SMP Negeri dengan siswa kelas VIII SMP Swasta berdasarkan skor rata-rata.

Hasil penelitian menunjukkan bahwa (1) kemampuan menulis surat undangan dinas siswa kelas VIII SMP Negeri *cukup*, (2) kemampuan menulis surat undangan dinas siswa kelas VIII SMP Swasta *sedang*, dan (3) ada perbedaan yang signifikan dalam menulis surat undangan dinas antara siswa kelas VIII SMP Negeri dengan siswa kelas VIII SMP Swasta.

Berdasarkan hasil penelitian, peneliti memberikan saran kepada guru, kepala sekolah, dan peneliti lain. (1) guru bidang studi bahasa Indonesia perlu memberikan lebih banyak latihan kepada siswa dalam menulis surat terutama surat undangan dinas, agar siswa dapat membuat surat undangan dinas dengan baik dan benar, (2) kepala sekolah hendaknya mengusahakan sarana dan prasarana perpustakaan yang memadai, dan (3) peneliti lain hendaknya mengembangkan dan menambah hal-hal yang belum pernah diteliti.

**ABSTRACT**

Widyastuti, Cicilia Sri. 2008. *The Competence Difference in Writing Official Invitation Letter of the VIII Grade Junior High School Students at State and Private School in District of Nanggulan of the Academic Year 2006/2007*. A Thesis. Yogyakarta: PBSID, JPBS, FKIP, USD.

This research examined the competence difference in writing official invitation letter of the eighth grade junior high school students at the state school and private school in district of Nanggulan of the academic year 2006/2007. This research was aimed to: (1) describe the competence in writing official invitation letter of the VIII grade junior high school students at state schools, (2) describe the competence in writing official invitation letter of the VIII grade junior high school students at private schools, (3) describe the competence in writing official invitation letter between the VIII grade junior high school students at state and private high schools.

The population of this research was 332 students VIII grade student of the state school and 30 students of private school. The samples of the state school were 40 students and of the private school were 29 students because there was one student was absent at the time of the research. The technique of was stratified random sampling.

The instrument used in this research was the command to write an official invitation letter. The method that is used in the analysis is gathering and separating the data taken from grade junior high school students at state and private schools, reading the official invitation letter and giving assessment based on the nine criteria of official, changing the raw score to the fix score using formula to count the average scores and know the competence in writing the official invitation letter of the VIII grade junior high school at state and private school based on the average score.

The result of the research showed that (1) the competence in writing the official invitation letter of the VIII grade junior high school students at state school was included in *sufficient category*, (2) the competence in writing the official invitation letter of the VIII grade junior high school students at private school was included in *sufficient category* too, and (3) there was a significant difference in writing it between them.

Based on the result, the researcher gave suggestions to the teacher, headmaster, and the other researcher. (1) the Indonesian Language teacher needed to give more exercises in letter writing to the students, especially the official invitation letter in order to enable the students make it rightly and well, (2) the headmaster should add the facilities of adequate library, and (3) the other researcher should develop this research and add the things that had never been observed.