

ABSTRACT

Hernowo Bayu Sasongko. 2002. *Designing a Set of English Instructional Materials for The Staff of the Protocol Department of Yogyakarta President Palace*. Yogyakarta: Sanata Dharma University.

This study was intended to design a set of English Speaking Instructional Materials for the staff of protocol department of Yogyakarta President Palace. The major purpose of this study was to answer how a set of English speaking instructional materials for the staff of protocol department of Yogyakarta President Palace should be designed. The design aimed at fulfilling the needs of the staff of the protocol department related to their job.

A review of major literature was presented to know the theories underlying the English speaking instructional materials design for the staff of protocol department. The theories included the theories of English for Specific Purposes, Communicative Language Teaching, Speaking skills and Instructional materials design.

In order to find out the answer to the question stated in problem formulation, the survey research was conducted. The survey research was conducted twice, namely was first, research on the learners' needs and second, survey research towards English teaching lecturers and practitioners. The English needed by the staff of protocol department was obtained from the need analysis.

In developing materials, the researcher modified and adapted three models suggested by Dick and Reisers, Kemp and Banathy, then the research was conducted through need analysis, objective formulation, list subject contents and materials development and evaluation. In principle, each unit of the design materials contains conversations, expressions and vocabularies, communicative exercises and role-play.

The last survey research was conducted to find out the opinion towards the materials design from the lecturers and practitioners. The research was conducted twice. The results of the analysis of the survey research were presented in the form of descriptive statistics. From the statistical data, it was found out that the mean scores of the first questionnaire were in the range of 2.8 – 4.0. It means that some parts of the designed materials need some revision. By seeing this result, the researcher revised the materials based on the respondents' comments and suggestions. After the designed materials were revised, the researcher gave the same respondents the second questionnaire for evaluating the revised materials and it was found that the mean score of the second questionnaire was in the range of 3.8-4.7. These two figures are closer to 5, and referring to the meaning of the points of agreement in the questionnaire, this figure may indicate that the materials model was good. This conclusion was also based on the respondents' recommendation in which most of the respondents gave positive comments.

Based on the conclusion of the study, two recommendations were proposed. The first is concerned with the English for Specific Purposes teachers. The second is concerned with the people who are interested in conducting a further study.

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Penelitian ini dimaksudkan untuk merancang seperangkat materi percakapan Bahasa Inggris bagi Staf Bagian Protokol Istana Presiden Yogyakarta. Tujuan utama dari penelitian ini adalah untuk menjawab pertanyaan bagaimana merancang seperangkat materi percakapan bahasa Inggris bagi staf bagian protokol Istana Presiden Yogyakarta. Rancangan ini ditujukan untuk memenuhi kebutuhan staf bagian protokoler berkenaan dengan pekerjaannya.

Kajian pustaka dibahas untuk mengetahui teori-teori yang mendasari pengembangan materi percakapan Bahasa Inggris bagi staf bagian protokoler. Teori-teori tersebut adalah *English for Specific Purposes*, *Communicative Language Teaching*, *Speaking Skills*, dan *Instructional Materials Design*.

Untuk menjawab pertanyaan tersebut ada dua metode yang digunakan yaitu: kajian pustaka dan survei. Survei dilaksanakan dua kali, yang pertama survei untuk mengetahui kebutuhan staf protokoler terhadap pembelajaran bahasa Inggris dan yang kedua adalah survei yang ditujukan terhadap praktisi pengajar bahasa Inggris. Kebutuhan bahasa Inggris bagi staf protokoler didapatkan dari analisa kebutuhan, dan melalui kajian pustaka dasar-dasar penyusunan materi didapatkan.

Dalam mengembangkan materi, tiga model instruksional dari Dick and Reissers, Kemp dan Banathy diadaptasi dan dimodifikasi, kemudian penelitian dilaksanakan dengan analisa kebutuhan, perumusan tujuan dan isi dan pengembangan materi dan evaluasi. Pada dasarnya tiap unit berisi *conversation*, *expressions and vocabularies*, *communicative excercises* dan *role-play*.

Yang terakhir survei dilaksanakan untuk mengetahui evaluasi dari praktisi pengajar Bahasa Inggris. Survei ini dilaksanakan dua kali. Hasil dari analisa survei dijabarkan dalam bentuk statistika deskriptif. Dari data statistik ditemukan bahwa nilai rata-rata kuesioner pertama adalah dalam skala 2,8 – 4,0. Dengan data ini, peneliti melakukan perbaikan terhadap materi yang sudah didesain berdasarkan kepada saran dan komentar responden. Setelah desain materi tersebut diperbaiki, penulis membagi kuesioner kedua kepada responden dari kuesioner pertama. Dari kuesioner kedua ini ditemukan bahwa nilai rata-rata adalah dalam skala 3,8 – 4,7. Angka ini mendekati 5 yang menunjukkan bahwa materi ini sudah dapat diterima secara positif. Kesimpulan ini juga didasarkan dari komentar para respondent yang memberikan komentar positif.

Berdasarkan kesimpulan dari penelitian, dua rekomendasi ditawarkan. Yang pertama diperuntukkan bagi guru-guru *English for Specific Purposes*, yang kedua diperuntukkan bagi mereka yang tertarik untuk mengadakan studi lanjut pada bidang yang sama.