

ABSTRAK

Anggraeni, Kristin. 2015. *Korelasi antara Pengetahuan Surat-Menyurat dengan Keterampilan Menulis Surat Undangan Dinas pada Mata Pelajaran Korespondensi Siswa Kelas XI Jurusan Administrasi Perkantoran SMK Negeri 1 Bantul Tahun Ajaran 2014/2015*. Skripsi S1. Yogyakarta: PBSI, Universitas Sanata Dharma.

Penelitian ini bertujuan: (1) mendeskripsikan pengetahuan surat-menyurat siswa kelas XI, (2) mendeskripsikan keterampilan menulis surat undangan dinas siswa kelas XI, (3) mendeskripsikan korelasi antara pengetahuan surat-menyurat dengan keterampilan menulis surat undangan dinas siswa kelas XI.

Untuk mencapai tujuan di atas, telah dikaji beberapa teori dan hasil penelitian yang relevan. Kajian itu menghasilkan rumusan hipotesis: (1) siswa kelas XI mempunyai pengetahuan yang *baik* tentang surat-menyurat, (2) siswa kelas XI mempunyai keterampilan yang *baik* dalam menulis surat undangan dinas, (3) ada korelasi antara pengetahuan surat-menyurat dan keterampilan menulis surat undangan dinas siswa kelas XI.

Populasi penelitian ini adalah siswa kelas XI Jurusan Administrasi Perkantoran SMK Negeri 1 Bantul yang berjumlah 65 orang. Sampel penelitian diambil dari seluruh anggota populasi yaitu 65 orang. Data yang diperoleh berupa hasil tes pengetahuan surat-menyurat dan hasil tes keterampilan menulis surat undangan dinas siswa. Instrumen penelitian yang digunakan adalah tes. Bentuk tes berupa soal tes objektif dan tes unjuk kerja. Teknik analisis data berupa teknik deskriptif kuantitatif dan *korelasi product moment*.

Hasil penelitian menunjukkan bahwa (1) pengetahuan surat-menyurat siswa kelas XI rata-rata sebesar 76.06 termasuk dalam kategori *baik*, (2) keterampilan menulis surat undangan dinas siswa kelas rata-rata sebesar 75.85 termasuk dalam kategori *baik*, (3) ada korelasi antara pengetahuan surat-menyurat dengan keterampilan menulis surat undangan dinas siswa kelas XI. Hal itu ditunjukkan dengan nilai koefisien korelasi r hitung sebesar 0.618 pada taraf signifikan 5%.

Kata kunci : Korelasi, Pengetahuan Surat-Menyurat dengan Keterampilan Menulis

ABSTRACT

Anggraeni, Kristin. 2015. *The Correlation of Correspondence Knowledge and the Official Letter Writing Skill on the Correspondence Subject of Administrative Office Program Students for the Eleventh Grade at SMK Negeri I Bantul in the Academic Year of 2014/ 2015*. S1 Thesis. Yogyakarta: PBSI, University of Sanata Dharma.

This research aims: (1) to describe correspondence knowledge of administrative office program students for the eleventh grade, (2) to describe the official letter writing skill of administrative office program students for the eleventh grade, (3) to describe the correlation between correspondence knowledge and the official letter writing skill on the correspondence subject of administrative office program students for the eleventh grade.

To achieve the goals above, has been examined some theories and the results of relevant research. It yields formulation of the hypothesis: (1) administrative office program students of the eleventh grade had good knowledge about correspondence (2) administrative office program students of the eleventh grade had a good skill in writing of the official letters (3) there was correlation between correspondence knowledge and the Official Letter Writing Skill of the administrative office program students of the eleventh grade.

The population of this research is administrative office program students of the eleventh grade at SMK Negeri I Bantul that totaled 65 students. The sample of this research was taken from all members of the population that is 65 students. The data was obtained from the students' result of correspondence knowledge test and the official letter writing skill test. Research instruments used a test. The kind of test is objective test and students actions. Technique data analysis used descriptive quantitative technique and correlations product moment.

The result of the research shows that (1) administrative office program students of the eleventh grade have average 76.06 that is in a good category correspondence knowledge, (2) administrative office program students of the eleventh grade have average 75.85 that is in a good category writing of the official letters, (3) there is correlation between correspondence knowledge and the official letter writing skill of administrative office program students of the eleventh grade. It was seen in the value of a correlation coefficient value r is 0.618 on the significant level of 5 percent that is in the lower category.

Keywords : The Correlation, correspondence knowledge, writing of the official letters, Student Learning Achievement subject in Correspondence.