

ABSTRACT

Triyono, Yoseph Bambang Sulistyanto. 2010. *Designing a Set of Instructional Speaking Material for D'Cokro Hotel and Homestay Staff*. Yogyakarta: English Language Education Study Program. Sanata Dharma University.

English mastery is a must for the hotel staff. Nowadays, many foreigners come to visit Yogyakarta and lack of English mastery will dispromote the hotel. This study is attempted to design a set of speaking material that will help hotel staff to learn English.

This research was conducted to design a set of instructional speaking materials for hotel staff. There were two problems in this research. The first is how a set of instructional speaking material for hotel staff is designed. The second is what a set of instructional speaking materials for hotel staff looks like.

To answer the research questions, the researcher applied R&D cycle (Research and development method). There were seven steps applied by the researcher. The first step was conducting need survey. The second step was deciding goals, topics and general purposes. The third step was deciding learning objectives. The fourth step was selecting syllabus type. The fifth step was deciding subject content. The sixth step was selecting activities and developing materials. And the last step was evaluation and revision.

To develop the designed materials, the researcher distributed questionnaires to 12 D'Cokro Hotel and Homestay staff and also interviewed the manager of D'Cokro hotel and Homestay staff. These were done to get the need survey and to design the materials. After the materials designed, the researcher distributed questionnaires to 4 respondents (two lecturers from Sanata Dharma University, one English instructor from ELTI and one Junior High School teacher) to obtain opinions, suggestions and comments towards the designed materials. The data from the respondents then being analyzed. The result showed mean 3,75 from the total points 4, and this means that the designed material was acceptable.

To answer the second question, the researcher presented the final version of the designed materials. This final version is presented after some revisions from opinions, suggestions and comments from the respondents. There are eight units in this designed material. They are "How do you do?", "Good morning, I want to reserve a room...", "Would you help me?", "Do you need some help?", "He has...", "What is this?", "How do you get to...", "I think there is something wrong with the food...". There are five sections in each unit, *Getting started*, *Try this out!*, *Check this out!*, *Play the game* and *Share it out*. Since hotel staff have very limited time to study formally in classroom, the examples of conversations was recorded in video so that the students can practice it at home.

Finally, the researcher hopes that the designed materials will be beneficial for the students to improve their speaking skills and for teacher to be applied in teaching learning process.

ABSTRAK

Triyono, Yoseph Bambang Sulistyanto. 2010. *Designing a Set of Instructional Speaking Material for D'Cokro Hotel and Homestay Staff*. Yogyakarta: Program Studi Pendidikan Bahasa Inggris, Universitas Sanata Dharma.

Penguasaan bahasa Inggris adalah sebuah keharusan bagi staf hotel. Oleh sebab itu, penelitian ini dimaksudkan untuk merancang seperangkat materi speaking yang akan memudahkan para staf hotel untuk mempelajari Bahasa Inggris.

Penelitian ini dilaksanakan untuk merancang seperangkat materi speaking untuk staf hotel. Ada dua permasalahan yang ingin dijawab melalui penelitian ini, yang pertama adalah bagaimana merancang seperangkat materi speaking untuk staf hotel. Sedangkan yang kedua adalah bagaimana bentuk dari seperangkat materi speaking untuk staf hotel?

Untuk menjawab kedua pertanyaan diatas, peneliti menerapkan langkah-langkah dalam R&D (Research and Development). Dalam penelitian ini peneliti menerapkan tujuh langkah. Langkah yang pertama adalah melakukan survey kebutuhan. Langkah kedua adalah menentukan tujuan, topik dan tujuan umum. Langkah ketiga adalah menentukan tujuan khusus. Langkah keempat adalah menentukan jenis silabus. Langkah kelima adalah menentukan *subject content*. Langkah keenam adalah menentukan aktivitas dan mengembangkan materi. Langkah terakhir adalah mengevaluasi dan merevisi.

Dalam rangka mengembangkan rancangan materi, peneliti membagikan kuisioner kepada 12 staf hotel D'Cokro Hotel and Homestay dan juga mewawancarai manager D'Cokro Hotel and Homestay. Hal ini dilakukan untuk mengetahui kebutuhan dan untuk merancang materi. Setelah materi dirancang, peneliti kemudian membagikan kuisioner kepada 4 responden (dua orang dosen Universitas Sanata Dharma, seorang pengajar di ELTI dan seorang guru Sekolah Menengah Pertama) dan meminta mereka untuk memberikan pendapat, masukan dan komentar terhadap rancangan materi. Data dari para responden kemudian dianalisa. Hasilnya menunjukkan mean sebesar 3,75 dari total 4 poin dan ini menunjukkan bahwa rancangan materi ini diterima oleh para responden.

Untuk menjawab pertanyaan kedua, peneliti memberikan revisi akhir dari rancangan materi. Revisi akhir ini diberikan setelah dibenahi melalui pendapat, masukan dan komentar dari para responden. Ada delapan unit dalam rancangan materi ini. Kedelapan unit itu adalah "How do you do?", "Good morning, I want to reserve a room...", "Would you help me?", "Do you need some help?", "He has...", "What is this?", "How do you get to...", "I think there is something wrong with the food...". Disetiap unit terdapat empat sub unit, *Getting started*, *Try this out!*, *Check this out!*, *Play the game* and *Share it out*. Karena minimnya waktu belajar secara formal di dalam kelas bagi para staf hotel, maka contoh percakapan yang ada di rincian materi ini direkam dalam bentuk video sehingga para murid dapat mempelajari materi-materi yang ada secara mandiri di rumah.

Akhir kata, peneliti berharap agar semoga rancangan materi ini akan bermanfaat bagi peningkatan kemampuan *speaking* (berbicara) para murid dan juga bagi para guru agar dapat diterapkan dan proses belajar mengajar.

