A DESCRIPTIVE STUDY ON TEACHING SPEAKING AT THE TENTH GRADE OF OFFICE ADMINISTRATION DEPARTMENT AT SMK N 1 BANYUDONO IN 2015/2016 ACADEMIC YEAR

RESEARCH PAPER

Submitted as a Partial Fulfillment of the Requirements for Getting Bachelor Degree of Education in English Department

by

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DEDICATION

The writer dedicates this research paper to:

His beloved mother “Widyah Ristanti”, and his beloved father “Isrofiq W.S.” His beloved brothers “I Fahmi Ubaidillah Barisqi”, and “I Faris Noval Abdillah”.

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Surakarta, April 20, 2016

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The Writer,

I Rhizal Umami Haffi
SUMMARY


This study focuses on teaching speaking at SMK N 1 Banyudono in 2015/2016 academic year. This study is aimed at describing the technique used during teaching-learning process on speaking, the problems faced by the English teacher and the students, and the way teacher and students solves the problems in teaching-learning speaking in the tenth grade of Office Administration Department.

The researcher uses a descriptive qualitative research. The subject of this study is the English teacher and the tenth grade students of Office Administration Department. The methods of collecting data are observation, content of document analysis, and interview. In analyzing data, the writer uses an interactive model, namely, data reduction, data display, and verification of the data.

Based on the research finding, the teacher used discussion in teaching speaking, while the teaching procedures in speaking skill are; 1) opening, 2) choral imitation, 3) individual imitation, 4) assignment, 5) presentation, 6) evaluation, and 7) closing. But the teacher does not always use all of the teaching procedure. The problems faced by the teacher are; 1) the limited time in speaking teaching-learning process, 2) the different capability of the students. The problems faced by the students are; 1) lack of vocabulary, 2) got difficulty in pronouncing the word, 3) got difficulty in spelling the word, and 4) being afraid of making mistakes. The strategies to solve the problems faced by the English teacher in teaching-learning speaking are; 1) make a summary or the points, 2) gives some opportunities to the students to ask something. The strategies to solve the problems faced by the students in teaching-learning speaking are; 1) bring a dictionary, 2) practice frequently, 3) read an English book, 4) learn from their mistakes.

Keywords: problems faced by the teacher and the students, strategies to solve the problems, speaking skill, technique used during teaching-learning process in speaking
RINGKASAN


Penelitian ini bertujuan untuk mendeskripsikan teknik yang digunakan oleh guru dalam proses pembelajaran berbicara, masalah yang dihadapi oleh guru bahasa Inggris dan para siswa, dan cara yang digunakan guru dan para siswa untuk menyelesaikan permasalahan dalam pembelajaran berbicara pada kelas sepuluh jurusan Administrasi Perkantoran.

Peneliti menggunakan penelitian deskriptif kualitatif. Subjek dari penelitian ini adalah guru bahasa Inggris dan para siswa kelas sepuluh jurusan Administrasi Perkantoran. Metode pengumpulan data yang digunakan adalah isi dari dokumen yang dianalisa dan wawancara. Dalam menganalisa data, penulis menggunakan model interaksi diantaranya; reduksi data, display data, dan data varifikasi.

Berdasarkan penemuan penelitian, guru menggunakan teknik diskusi dalam pembelajaran berbicara, sedangkan prosedur pengajaran dalam pembelajaran berbicara adalah; 1) pembukaan, 2) peniruan berkelompok, 3) peniruan individu, 4) penugasan, 5) presentasi, 6) evaluasi, and 7) penutup. Tetapi guru tidak selalu menggunakan semua prosedur pengajaran. Masalah yang dihadapi guru diantaranya; 1) keterbatasan waktu dalam proses pembelajaran berbicara, 2) perbedaan kemampuan siswa. Permasalahan yang dihadapi siswa adalah; 1) kekurangan kosa kata, 2) kesusahan dalam mengucapkan kata, 3) kesusahan dalam mengeja kata, dan 4) takut membuat kesalahan. Strategi untuk menghadapi masalah yang dihadapi guru bahasa Inggris dalam pembelajaran berbicara adalah; 1) membuat inti atau ringkasan, 2) memberikan kesempatan kepada siswa untuk bertanya. Strategi untuk menghadapi masalah yang dihadapi para siswa dalam pembelajaran berbicara adalah; 1) membawa kamus, 2) berlatih lebih sering, 3) membaca buku berbahasa Inggris, 4) belajar dari kesalahan mereka.

Kata kunci: permasalahan yang dihadapi guru dan para siswa, strategi untuk menghadapi masalah, teknik yang digunakan dalam proses pembelajaran berbicara
# TABLE OF CONTENT

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>COVER</td>
<td>i</td>
</tr>
<tr>
<td>PRONOUNCEMENT</td>
<td>ii</td>
</tr>
<tr>
<td>APPROVAL</td>
<td>iii</td>
</tr>
<tr>
<td>ACCEPTANCE</td>
<td>iv</td>
</tr>
<tr>
<td>MOTTO</td>
<td>v</td>
</tr>
<tr>
<td>DEDICATION</td>
<td>vi</td>
</tr>
<tr>
<td>ACKNOWLEDGMENT</td>
<td>vii</td>
</tr>
<tr>
<td>SUMMARY</td>
<td>ix</td>
</tr>
<tr>
<td>RINGKASAN</td>
<td>x</td>
</tr>
<tr>
<td>TABLE OF CONTENT</td>
<td>xi</td>
</tr>
<tr>
<td>CHAPTER I: INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>A. Background of the Study</td>
<td>1</td>
</tr>
<tr>
<td>B. Limitation of the Study</td>
<td>2</td>
</tr>
<tr>
<td>C. Problem Statement</td>
<td>3</td>
</tr>
<tr>
<td>D. Objective of the Study</td>
<td>3</td>
</tr>
<tr>
<td>E. Significance of the Study</td>
<td>4</td>
</tr>
<tr>
<td>F. Research Paper Organization</td>
<td>4</td>
</tr>
<tr>
<td>CHAPTER II: REVIEW OF RELATED LITERATURE</td>
<td>6</td>
</tr>
<tr>
<td>A. Previous Study</td>
<td>6</td>
</tr>
<tr>
<td>B. Notion of Teaching-learning</td>
<td>8</td>
</tr>
<tr>
<td>C. Notion of Speaking</td>
<td>9</td>
</tr>
<tr>
<td>D. Principle for Teaching Speaking</td>
<td>10</td>
</tr>
<tr>
<td>E. Technique for Teaching Speaking</td>
<td>11</td>
</tr>
<tr>
<td>CHAPTER III: RESEARCH METHOD</td>
<td>13</td>
</tr>
<tr>
<td>A. Type of the Study</td>
<td>13</td>
</tr>
<tr>
<td>B. Subject of the Study</td>
<td>13</td>
</tr>
<tr>
<td>C. Object of the Study</td>
<td>13</td>
</tr>
<tr>
<td>D. Data and Data Source</td>
<td>13</td>
</tr>
</tbody>
</table>
E. Method of Collecting Data ........................................... 14
F. Data Validity ................................................................. 15
G. Technique for Analyzing Data ........................................ 15

CHAPTER IV : RESEARCH FINDING AND DISCUSSION ........... 17
A. Research Finding ............................................................ 17

1. The Technique Used during Teaching-learning
   Process in Speaking ..................................................... 17
   a. First Observation ....................................................... 18
   b. Second Observation .................................................. 25
   c. Third Observation ..................................................... 30

2. Problem Faced by Teacher and Students in Speaking
   Teaching-learning Process ............................................. 36
   a. The Problems Faced by the Teacher in Speaking
      Teaching-learning Process ........................................... 36
   b. The Problems Faced by the Students in Speaking
      Teaching-learning Process .......................................... 38

3. The Strategies to Solve the Problems in
   Teaching-learning Speaking ......................................... 39
   a. The Strategies to Solve the Problems Faced by
      the English Teacher in Speaking Teaching-learning
      Process ......................................................................... 39
   b. The Strategies to Solve the Problems Faced by
      the Students in Speaking Teaching-learning
      Process ......................................................................... 40

B. Discussion ......................................................................... 41

CHAPTER V : CONCLUSION AND SUGGESTION ..................... 45
A. Conclusion ......................................................................... 45
B. Suggestion ......................................................................... 46

BIBLIOGRAPHY ..................................................................... 48
APPENDICES ......................................................................... 50