

**TECHNIQUE FOR TEACHING ANNOUNCEMENT TEXT  
AT THE SEVENTH GRADE OF SMP NEGERI 1 SAMBI  
IN 2016/2017 ACADEMIC YEAR**



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

by

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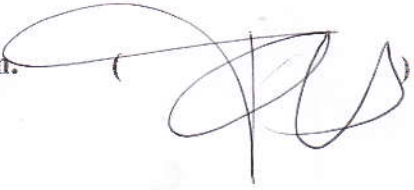
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Surakarta, November, 2016

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## TEKNIK PENGAJARAN TEKS PENGUMUMAN PADA SISWA KELAS TUJUH SMP NEGERI 1 SAMBI PADA TAHUN PELAJARAN 2016/2017

### **ABSTRAK**

Penelitian ini bertujuan untuk mendeskripsikan teknik pengajaran teks pengumuman pada siswa kelas tujuh SMP Negeri 1 Sambu pada tahun pelajaran 2016/2017. Tujuan dari penelitian ini yaitu mendeskripsikan teknik pada proses pengajaran berbicara pada siswa kelas tujuh SMP Negeri 1 Sambu pada tahun pelajaran 2016/2017 dan mendeskripsikan kelebihan dan kekurangan dari teknik pengajaran teks pengumuman yang dihadapi oleh guru pada siswa kelas tujuh SMP Negeri 1 Sambu pada tahun pelajaran 2016/2017. Penelitian ini menggunakan penelitian deskriptif. Subjek dari penelitian ini fokus terhadap guru bahasa Inggris dan siswa kelas tujuh SMP Negeri 1 Sambu. Dalam mengumpulkan data, peneliti menggunakan observasi, analisis dokumen, and wawancara. Data yang terkumpul dianalisis dengan mengumpulkan, mengurangi, dan menampilkan data, mengklasifikasi dan memverifikasi data, dan membuat kesimpulan. Berdasarkan hasil penelitian, ditemukan bahwa teknik pengajaran teks pengumuman berhubungan dengan proses menjelaskan, membaca, diskusi, pertanyaan, dan pengontrolan dalam menulis. Hal ini selalu dilakukan oleh guru pada semua aktivitas mengajar. Kemudian kelebihan dari teknik ini yaitu: 1) Menjelaskan, guru merasa nyaman untuk menyampaikan materi. 2) Membaca, guru lebih santai karena guru tidak memberikan materi terlalu banyak. 3) Diskusi, guru dapat mengetahui siapa saja siswa yang aktif atau tidak dan guru juga mengetahui bagaimana karakter setiap siswa. 4) Pertanyaan, guru dapat mengetahui yang siapakah siswa yang sudah mengerti atau belum dari materi yang telah disampaikan. 5). Pengontrolan dalam menulis, guru dapat melatih siswa untuk lebih berhati-hati dan mengetahui sesuai dengan konten. Kelemahan dari teknik ini adalah: 1) Menjelaskan. Tehnik ini dapat menghabiskan waktu, guru dapat kelelahan, dan banyak siswa yang ramai. 2) Membaca. Tehnik ini dapat menghabiskan waktu. 3) Diskusi. Guru merasa sulit untuk mengatur siswa yang tidak fokus dan membuat lelucon dengan anggota kelompoknya. 4) Pertanyaan. Tehnik ini menghabiskan banyak waktu karena guru lebih disibukkan dengan banyaknya jawaban siswa yang salah dan kemudian ia memperbaikinya terlebih dahulu sebelum memberikan pertanyaan kepada siswa lainnya. 5) Pengontrolan dalam menulis. Guru akan menghabiskan banyak waktu karena guru disibukkan dengan terlalu banyak siswa tidak mengerti tenses (bentuk kata kerja, contohnya: kata kerja yang menunjukkan waktu, seperti kata kerja pertama merupakan waktu sekarang, kata kerja kedua menunjukkan masa lalu, dan kata kerja ketiga menunjukkan masa depan) yang digunakan dan harus membimbing mereka sampai paham.

Kata kunci: teknik pengajaran, pengajaran teks pengumuman

### **ABSTRACT**

This research aims to describe the technique for teaching announcement text at the seventh grade of SMP Negeri 1 Sambu in 2016/2017 academic year. The objectives of the research are to describe the technique for teaching announcement text at the seventh grade of SMP Negeri 1 Sambu in 2016/2017 academic year and

to describe the advantages and disadvantages of technique for teaching announcement text faced by the teacher at the seventh grade of SMP Negeri 1 Sambu in 2016/2017 academic year. This research uses descriptive study. The subject of the research focuses on English teacher and the seventh grade students of seventh grade of SMP Negeri 1 Sambu. In collecting the data, the researcher uses observation, document analysis, and interview. The collected data are analyzed by collecting, reducing, and displaying data, classifying and verifying the data, and drawing conclusion. Based on the research finding, it was found that the technique for teaching announcement text related to the process of explanation, reading, questioning, discussion, and controlled writing. It was always done by the teacher in every teaching activity. The advantages of techniques are: 1) Explaining, the teacher feels comfortable to deliver the material. 2) Reading, the teacher more relaxed because the teacher does not deliver the material too much. 3) Discussion, the teacher can find out who the students are active or not and also know how character for each students. 4) Questioning, the teacher can find out who already understand or not from the material has been delivered. 5) Controlled writing, the teacher can train students to be more careful and know with the content. The disadvantages of the techniques are: 1) Explanation. It can take a lot of time, teacher can tired, and many students have bad attitude. 2) Reading. It can spent run out of time. 3) Discussion. The teacher feels difficult to manage students, who do not focus and makes joke with the members of his group. 4) Questioning. It spent out of time for many students the wrong answer and then he correct it first before giving a wrong answer more questions to other students. 5) Controlled writing. The teacher will spent a lot of time because teacher are preoccupied with too many students who do not understand the tenses used and should guide them to understand.

Keywords: teaching technique, teaching announcement text

## 1. INTRODUCTION

Text is one of materials used for teaching English, such as announcement text, narative text, procedure text, recount text, descriptive text and report text. Each has their own characteristic. The importance of teaching these texts has been written in Depdiknas (2007: 9):

*Salah satu rumusan standar kompetensi dan kompetensi dasar untuk mata pelajaran bahasa Inggris di SMA adalah kompetensi yang harus dimiliki oleh peserta didik sebagai hasil dari mempelajari bahasa Inggris adalah menulis (mengungkapkan makna dalam teks fungsional pendek dan esei sederhana berbentuk : recount, narrative, procedure, descriptive, news item, spoof, report, analytical exposition, hortatory exposition, explanation, discussion, dan review dalam konteks kehidupan sehari-hari.*

People write the announcement supposed they did not miss about what kind of event that they want to announce. The sample of announcement text can be found a on the wall magazine or on the public place, and also it can be found in a spoken announcement when teacher call chief of the students or when there is an event at school, for example. Where announcement text is written text, in a form of what has happened or what will happen event. When people want to announce about certain event, they will write it then read it.

The Controlled-to-Free Method in the 1950s and 1960s, when the audio-lingual approach prevailed, writing was taught only to reinforce speech. It was believed that the mastery of grammatical rules could lead to that of the foreign language, especially in its spoken form. This belief encouraged the teaching of grammar in the time allocated to writing.

The implementation of controlled writing is needed such as providing students with pieces of writing in a sentence or paragraph, then giving them a chance to make some changes on grammar or lexicon. They use present tense with verb one (V1) as predicate instead of the past tense with verb two (V2), or the plural instead of the singular etc, to change phrases into clauses or vice versa.

Discussion can be helping a various reasons. The students may aim to arrive at a conclusion, share any ideas, find solutions in their discussion groups. In this way, the discussion points are relevant to this purpose, so that students do not spend their time chatting with each other about irrelevant things. The teacher can form groups of students, preferably 4 students in each group, and provide the material or topic. Then each group works on their topic for a given time period, and presents their opinions to the class. For efficient discussions, it is always better not to form large groups, because quiet students may avoid contributing in large groups.

Description is a type of writing in which the objective is to describe a certain object, especially about person, place, or thing. This writing is used when the writers want to give details information and to make vivid writing. In other words, it's used to develop a picture of what it took like. It is because the

writer not only gives the information itself, but also creates the certain image of the object.

Argumentation is a technique that states and explains a point or argument. It often uses a logical brain of thought, leading from one point to another until the position of the writer has been effectively supported the detailed are used to support the topic sentence and persuade the reader to agree with his opinions.

Announcement text is a text that contains information of facts, event, or intentions that that written presented to the public. The function is printed to make know that has happened or what will happen. We can find a written announcement on the wall magazine or on the public place, and also we can find a spoken announcement when teacher call chief of the students or when there is an event in the school.

There is similar teaching technique on teaching writing text, where the most important thing is that the students know about the meaning of announcement text itself, they know about the characteristic of the text, and they know the sample of the announcement text.

## **2. RESEARCH FINDING AND DISCUSSION**

### **2.1 Research Finding**

In this part, the researcher also describes the finding of the research and discussion part. The research finding was the answer of the problems in the first chapter. The first problem is the technique for teaching announcement text at the seventh grade of SMP Negeri 1 Sambu in 2016/2017 academic year, and the second problem is the advantages and disadvantages of technique for teaching announcement text faced by the teacher at the seventh grade of SMP Negeri 1 Sambu in 2016/2017 academic year.

#### **The Technique for Teaching Announcement Text at the Seventh Grade of SMP Negeri 1 Sambu in 2016/2017 Academic Year**

Based on the teaching announcement text, the researcher found that the technique for teaching announcement text at the seventh grade at SMP



N 1 Sambu in 2016/2017 academic year, the teacher applies explanation, reading, questioning, discussion, and controlled writing.

In reading the announcement text, the teacher asked the student to read the sample of announcement text that he brought. The teacher brought 'competition' text. He asked the student to read the text on board. The sample of the announcement text can be seen below.

ATTENTION PLEASE!

Our school will have some competition that will be held on 17 August 2016 to celebrate Indonesian's Independence Day. There are futsal, chess, volley, badminton, singing, and speech contest.

Registration will be held on 05<sup>th</sup>-07<sup>th</sup> August 2016 at OSIS room

Free registration and full of prize!

In this activity, the students created small group discussion which included 2 students (seatmate). In their group, they must actively to share with their teammates about the material. The best group will have credit or point plus. The researcher also found the evidence from the interview with the teacher that he used discussion.

*Maka cara terbaik untuk mengajar adalah mengarang bebas dan dibarengi dengan diskusi kelompok agar dapat saling bertanya dan kita pakai untuk ajang saling berbagi ilmu, biar dalam satu kelompok itu istilahnya ada yang kemaki, iki lo aku mudeng. Kan bisa membuat teman-temannya termotivasi gak mau kalah tapi tetap saling membantu. Nanti kelompok yang bagus kan pasti senang, nanti mereka bisa belajar kelompok dirumah. (Mr. S/03 September/09:05/2016)*

Questioning appears in main activity where the teacher asked the student to ask. It can be everything specially announcement text. The teacher gave them the opportunity to ask about anything else beside announcement text, such as tense, vocabulary, pronunciation or other text. The most

important thing is that their bravery. This became one of the students activities in practices and this is important. The teacher said that in the interview.

*Setiap pelajaran apapun sebetulnya, bertanya itu penting, dan sebetulnya jadi keharusan karena ada timbal balik atas apa yang kita ajarkan. Jadi kita tahu sejauh mana siswa itu berkembang dalam menangkap materi yang kita ajarkan. (Mr. S/10 September/12:50/2016)*

From the above interview, the teacher says that question coming from the student is important because with that question, the teacher will know the student's progress. This is also the impact of teaching learning process where the student must be active.

In controlled writing, the teacher asked the student to write the element of announcement text based on the text given by the teacher (the name of public place, question words, tenses, and adverbial). The text determined by the teacher where the teacher used 'class competition'. After they did it, the teacher asked students did assignment from student's workbook page 39 task: 12. The task can be seen below.

*Tulislah sebuah pengumuman bahwa seluruh siswa harus mengumpulkan foto kopi ijasah SD kepada Pak Dawami. Paling lambat tanggal 29 Juli 2015.*

*Tertanda, ketua kelas VII B.*

The researcher also found the evidence from the interview with the teacher that he used controlled writing, it can be seen below.

*Oh jadi gini mas, dibimbing itu maksudnya kita tetap mengajari mereka mulai dari cara membuat kalimat yang benar seperti SPOK dan tanda baca. Untuk grammar saya juga menekankan tapi dalam penilaian grammar itu nomer 2 setelah struktur kalimat, kosa kata, dan isi. Kalau tehnik mengajar writing seperti biasa, saya biasanya juga meminta siswa membaca dulu, kemudian saya jelaskan, lalu saya suruh mereka mengerjakan teks announcement yang sudah*

*saya bawa untuk contoh trus saya suruh buat sendiri. Kalau untuk announcement saya cuma menjelaskan, trus saya minta mereka untuk memilah berdasarkan teks yang ada trus bertanya kalau mereka nggak bisa atau belum tahu. (Mr. S/03 September/09:08/2016)*

Based on the above technique it can be found that in learning announcement text, the students need to learn how to write.

### **The Advantages and Disadvantages of Technique for Teaching Announcement Text Faced by the Teacher at the Seventh Grade of SMP Negeri 1 Sambu in 2016/2017 Academic Year**

Based on the teaching announcement text, the researcher found that the technique for teaching announcement text at the seventh grade at SMP N 1 Sambu in 2016/2017 academic year the teacher applies explanation, reading, questioning, discussion, and controlled writing. But the technique proved to have its advantages and disadvantages.

The teacher feels comfortable for explaining material to students, because the material that teachers convey can deliver to all student. The researcher also found the evidence from the interview with the teacher feels it.

*Explanation itu kan kalau diartikan ke bahasa kita berti kan menjelaskan, dari situ kita tahu kalau explaining atau menjelaskan itu punya hal positif yang pertama kita sebagai guru merasa nyaman dengan menerangkan materi kepada murid, ilmu guru bertambah tidak berkurang, dapat dijadikan sharing tanya jawab kepada anak-anak. (Mr. S/10 September/12:47/2016)*

The teacher is more relaxed because he did not give too much material, because the teacher has to explain previous material. Then teacher can prepare some further program. It helps the learning process. It can be seen from the interview below.

*Kalau yang reading, pastinya kita akan lebih santai karena kita tidak terlalu banyak menyampaikan materi, otomatis kalau reading materi pasti sudah diberikan terlebih dahulu sebelum murid disuruh membaca, masa murid membaca dulu baru kita jelaskan materinya. (Mr. S/10 September/12:49/2016)*

The teacher can find out the students who are active or not and have noticed the material that has been explained previously, also know the character of each student.

*Nah yang discussion ini kita juga lebih enak karena kita hanya menyampaikan sedikit materi kemudian anak-anak disuruh belajar kelompok, kita dapat mengetahui reaksi sikap anak-anak ketika dibuat kelompok atau individu, biasanya anak-anak lebih suka kelompokan. (Mr. S/10 September/12:53/2016)*

The teacher can find out the students who understand or not with the material. It makes the teacher can correct and find out what is really an issue or problem faced by the students. Teacher can know the causes students are not understand with the material being taught. In addition, question and answer also make teachers more understand and know the character of each student. The researcher also found the evidence from the interview with the teacher's opinion.

*Yang questioning kita dapat mengetahui siapa saja yang sudah paham atau belum paham dengan materi yang disampaikan, pasti ketahuan saat kita lakukan Tanya jawab. (Mr. S/10 September/12:51/2016)*

In controlled writing, teacher can train students to be more careful and familiar with the content. Because in controlled writing, students are guided in determining the elements which contained in announcement text, such as of public place, question words, and tenses which are very influential in making text. Without the elements, a text will not be a good

text, even the reader will be confused, for example when we are wrong in choosing tenses used in making announcement text.

*Untuk yang controlled writing, kita sendiri sebagai guru sebenarnya kita dapat melatih siswa agar lebih cermat dan paham dengan materi tersebut. (Mr. S/10 September/12:53/2016)*

Explanation can take a lot of time because the teacher explains and writes the material on the blackboard. In this activity the teacher will be tired because he talks a lot in front of the class. Also when the teacher talks to several students, they are ignored. The researcher also found the evidence from the interview with the teacher's opinion.

*Untuk kekurangannya, mungkin kita capek karena lebih banyak ngomong, saat kita ngomong mungkin ada beberapa murid yang cuek, saat kita ngomong kita pasti akan memakan waktu banyak, ya mungkin itu saja. (Mr. S/10 September/12:48/2016)*

The teacher will run out of time if the reading process is very slow. It also can make difficult to set the tone of the teacher. If the teacher told the students to read faster the students feared to trouble catching the material, but if too slow he will run out of time.

*Ya untuk kekurangannya pastinya kita juga bakal kehabisan waktu banyak, karna dalam reading itu pasti tidak lepas dari peran anak-anak, kalau kecepatan anak jadi gak paham, kalau terlalu lambat malah waktunya habis. (Mr. S/10 September/12:50/2016)*

The teacher feels difficult to manage students, who do not focus and makes joke with the members of his group. It makes the classroom atmosphere becomes noisy.

*Kalau kekurangannya sudah pasti banyak membuang waktu terutama saat pembagian kelompok kalau kelompoknya suruh milih sendiri, kita mengatur anak-anak juga susah ketika mereka mulai tidak fokus dan bermain sendiri dengan kelompok mereka, dan juga kita akan dihadapkan pada bagaimana kita mengatasi*

*masalah kelas terutama kepada anak yang suka ramai. (Mr. S/10 September/12:54/2016)*

The teacher spent out of time for many students that gave the wrong answer. He corrects first before giving further program.

*...banyak menghabiskan waktu karena kita juga harus membetulkan jawaban dengan benar secara gambling dan tidak semua murid dapat pertanyaan. Kadang ada beberapa murid yang takut disuruh menjawab. (Mr. S/10 September/12:52/2016)*

This activity takes a lot of time because teacher guided too many students who did not understand the tenses they used and should guide them to understand.

*Untuk kekurangannya pastinya lebih banyak menghabiskan waktu, karena kita membimbing siswa agar lebih paham dari materi itu, tidak terjadi kesalahan penulisan yang banyak dialami anak-anak. (Mr. S/10 September/12:54/2016)*

## **2.2 Discussion**

After analyzing the technique for teaching announcement text at the seventh grade at SMP N 1 Sambu in 2015/2016 academic year and the advantages and disadvantages of technique for teaching announcement text faced by the teacher it can summarize that the technique for teaching announcement text for writing the teacher applied explanation, reading, questioning, discussion, and controlled writing.

In explaining the announcement text the teacher implemented it in main activity where the teacher explains announcement text in writing. The teacher explains social functional text, text structure, and linguistic elements while give the sample of announcement text 'class competition'. The explanation about the social functional text consists of information, command, and invitation. The text structure consists of text target, content of the text, and the place. Linguistic element consists of the name of public place, question words, and tenses. The activity is that the teacher asked the

student to write 'class competition' on board and he asked the student to separate it based on the element of announcement text.

In reading announcement text, the teacher asked the student to read the sample of announcement text that the teacher has brought. The teacher brought 'the announcement for class competition' text and he asked the student to read the text in a board. This is part of controlled writing, where the teacher used the text from himself and the student must read it and learned from it.

In questioning, the teacher also appears in main activities where the teacher asks the student to ask or answer the question. It can be everything specially from announcement text. The teacher gave them the opportunity to asking about anything else beside announcement text, such as tense, vocabulary, pronunciation or other text. Then he gave question to students about the material.

In discussion, the teacher asked the student to create small group consists of two students (seatmate). He wanted the students to be active in the class.

In controlled writing, the teacher asked student to write the element of announcement text based on the text given by the teacher. The text determined by the teacher where the teacher used 'class competition'.

The advantages and disadvantages of technique for teaching announcement text faced by the teacher include the five techniques that he used, there are explanation, reading, questioning, discussion, and controlled writing. The researcher used previous research as a guidance but there were similarities and differences from this research.

The researcher used previous research as a guidance but there were differences from this research. A research from A'in *Ratna Mulyani* (2014) is different from this research because his research is focused on announcement text that has been measured through *Gallery Walk Technique*, and her research analysis was experimental research. This research focused on teaching writing through announcement text. The

research by Alfatia , Muhd. Al-Hafizh (2013) is also different from this research where the research focused on teaching writing a hortatory exposition text by using announcement text, while this research focused on teaching writing through announcement text. A research from Junaidah (2016) is different from this research where the technique to teach writing namely word order, sentences arrangement and fill in the blanks, while the technique on this research was controlled writing. While there is also similarity between the previous study and this study where the study used the announcement text to teach writing.

### **3. CONCLUSION**

From the previous analysis, the researcher draws the following conclusions.

The technique for teaching announcement text at the seventh grade at SMP N 1 Sambu in 2016/2017 academic year for writing skill the teacher applies explanation, reading, questioning, and writing announcement text. In applying those techniques the teacher implemented the reading, group discussion, and controlled writing.

The advantages and disadvantages of the five techniques (explaining, reading, discussion, questioning, and controlled writing) for teaching announcement text faced by the teacher at the seventh grade of SMP N 1 Sambu in 2016/2017 academic year are the following.

#### **3.1 Advantages of**

Explaining, the teacher feels comfortable to deliver the material

Reading, the teacher more relaxed because the teacher does not deliver the material too much

Discussion, the teacher can find out who the students are active or not and also know how character for each students

Questioning, the teacher can find out who already understand or not from the material has been delivered

Controlled writing, the teacher can train students to be more careful and know with the content



3.2

Disadvantages.  
Explanation. It can take a lot of time, teacher can tired, and many of students have bad attitude

Reading. It can spent run out of time and make difficult to set the tone of the teacher

Discussion. The teacher feels difficult to manage students, who do not focus and makes joke with the members of his group

Questioning. It spent out of time for many students the wrong answer and then he correct it first before giving a wrong answer more questions to other students

Controlled writing. The teacher will spent a lot of time because teacher are preoccupied with too many students do not understand the tenses used and should guide them to understand

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