

DEIXIS ANALYSIS IN JOB APPLICATION LETTERS AND ITS APPLICATION IN TEACHING WRITING

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Abstract. This research is concerned with deixis used in sentences of the job application letters. Based on the problem statements, the aims of this study are to explain kinds of deixis in job application letters and to describe the application of deixis in job application letters in teaching writing. The data of this study were taken from the sentences containing deixis in job application letter. The instrument of the research is the researcher. This study uses descriptive qualitative design because the researcher describes deixis found in the job application letter. The result shows that there are 405 (79.88%) person deixis, 1 (0.20%) place deixis, 4 (0.79%) time deixis, 43 (8.48%) discourse deixis, and 54 (10.65%) social deixis. The result of the application can be used for teaching writing at senior high school.

Keywords: *Deixis, Job Application Letter, Teaching Writing*

INTRODUCTION

Language is an important thing that needs to be learned because language has a large function and role in human life. The main language function is as a communication tool used by every human being in everyday life. In general, all human activities always involve language as a means to interact with each other. A person can express ideas, thoughts, desires, and express opinions and information through language so that language is the main means of communication.

Interaction among people in everyday life will not be separated from language. It is a tool to express everything. It is the most important means of communication between human beings, whether orally or in written form. Orally, language is realized in many forms such as conversation that also presents in drama, song, movie and other forms.

Since language is used to communicate, there are possibilities of misunderstanding between speakers and hearers. In English, sometimes the hearer or addressee has difficulty to understand what the speaker says about whom, when, and where. This situation can make problem in communication. Here, context is important for the hearer or addressee to understand what the speaker's meaning is. Without context, the addressee will be difficult to understand the meaning of the speaker's utterances clearly. If the hearer knows the context, the utterances can be understood clearly.

Since the function of language is as a communication tool then language must have communicative function. To fulfill the function, communicative language must be used as well as possible so as not to raise multiple meanings or errors that cause other people not to understand the language used.

This information can be conveyed to other people either in spoken language or in written language. Verbal information can occur if the informant faces each other or face to face. Providing information via telephone, radio, and via television is still classified into oral language.

The most problem of communication that happens both of the speakers and the hearers when the speakers and hearers get miscommunication about the meaning of word that related to the context of situation. If the hearer knows the context, the language can understand clearly about what the meaning. From this case, the study of contextual meaning is called pragmatics. In studying pragmatics, we study about how we can recognize what is the main of speaker in the spoken form or written form. Deixis always found in our daily communication or in text.

Deixis always need the context to determine the referral. Traditionally, deictic consist of person or personal deixis, spatial or place deixis, and temporal or time deixis. There are five categories of deixis, there are person deixis, time deixis, place 3 deixis, social deixis, and discourse deixis. The categories can be used to analyze the language that sometimes the hearer or addressee not understand about what the speaker means. Therefore, deixis can make the language easier to understand.

There are many deixis in job application letters, which have function to package the language and sentence in order to, more effective and efficient. A job application letter is a written appeal to an employer for a position by job seeker. Deixis occurs because of the replacement of the context. Furthermore, deixis that often appears in job application letter

such as person deixis, place deixis also known as space deixis, time deixis, and discourse deixis. Also, sometimes social deixis is found in the job application letter. As in job application letters found on internet, many types of deixis that can be found.

As one kind of language skills in writing, writing is activity of writing printed words. It means that writing is a process or any activity to write some letters in printed form. Writing is a communication act; it is a way of sharing information, thoughts, experiences or ideas, between other and ourselves.

Writing as one of the four language skills occupies an equal role with the other language skills although of people tend to focus on speaking form than writing one. Writing is an extremely complex cognitive activity that requires the writer demonstrate control of several variables at once. It needs not only comprehension of language structure but also vocabulary enrichment and good spelling. Moreover, it needs mastery of thinking and arranging word so that can be understandable sentences.

Teaching is one aspect of the education as an activity, which is done by teacher determined by philosophy of education, teaching style, approach method and strategy. Teaching is one of educative activities. Teaching and learning process as the system is influenced by several factors. One of them is the teacher who is the main implementer of education in the field. The quality of teacher both academic and non-academic also effects the quality of learning. Teaching writing in senior high school needs appropriate technique in order that the students are active and creative in teaching of writing.

The result of this research will hopefully be useful for many people especially for those who are closely related to English education. The teacher is one of the main aspects of learning English. The researcher hope that this research can give information about types of deixis in a Job Application Letter. The researcher also hopes that the teacher will develop quality in teaching deixis. Base on the letter the teacher will find more approach to study in the class. This research leads the students to understand the context of the sentence, by understanding the speaker and addressee, time and place occur. The student can understand the types of deixis. By understanding the example of deixis, the students can improve their ability, related to writing skills. This research will help the readers to give understanding toward kinds of deixis found in Job Application Letter. The researcher hopes that the readers can learn deixis according to the context who the listener is, where and where the speaker is, and in what situation he or she delivers the utterances.

Based on the statement above, the researcher took the title *The Analysis of Deixis in Job Application Letters and Its Application in Teaching Writing at the Twelfth Grade of Senior High School* to help the researcher analysis kinds of deixis.

In conducting the research, the researcher takes theories that are used as a foundation to run the research in sequence. Those theories are related to deixis in job application letter and teaching writing. The details of the literature are as follows:

1. Deixis

Deixis is one of the scopes of pragmatics that have to master when communicating so all of the information that people convey can receives correctly by the listener. Deixis how a relationship between language and the context. Levinson in Horn and Ward (2006: 97) say deixis is one of the most empirically understudied core areas of pragmatics. Besides, deixis concerns how language encoded or grammatically features of the context of utterance or speech events. These also concerns that the interpretation of utterance depends on the analysis of that context of utterance. There are 5 kinds of deixis as follows:

a. Person Deixis

Person deixis is a word that has functions as personal pronoun. Person deixis is encoded in pronouns; *I* for the speaker, *you* for the addressee, *he, she, it, we, they*, for others.

Person deixis related with personal pronoun, if its reference, which is used appropriate with the context, is being used. As stated by Levinson (2008:62), personal deixis concerns the encoding of the role of participants in speech event in which the utterance in question is delivering.

Example of person deixis:

- 1. I have made an appointment with them.*
- 2. She Writes a letter*
- 3. See you tomorrow*

b. Place Deixis

According to Levinson (2008: 62) place deixis concerns the encoding of spatial locations relative to the location of the participants in the speech. Place or location can be deixis if that place or location is being seeing from the location of the

people who are doing communication in language use in speech event. Place deixis deals with proximal (close to speaker) or distal (close to addressee) dimension.

Example of place deixis:

1. *Place it **here**.*
2. *Bring that **here** and take this **there**.*
3. *How are things **there**?*

c. Time Deixis

According to Levinson (2008: 62) time deixis is commonly grammaticalized in deictic adverb of time like now, and then, yesterday and this year. The basic for the system of reckoning and measuring time in most languages seem to be natural and prominent styles of day and night, lunar months, seasons and year. They can be used calendrical to locate event in absolute time or at least to some art of each natural cycle designate as the beginning of that cycle. Time deixis concerns the encoding of temporal points and spans relative to the time at which an utterance was spoken (or a written message inscribed).

Example of time deixis:

1. *See you **tomorrow***
2. ***Tomorrow** is my birthday.*
3. *Do this work **now**!*

d. Discourse Deixis

Discourse means that language in use for communication is society and can be in the form of spoken and written. Then they said that discourse emphasizes on the study of language in social context. In short, the language that is used is existed and used in social community. Hence, we can make a conclusion that discourse analysis is the relation of language and context used for social communication.

Example of discourse deixis:

1. ***That** was the funniest film I've ever watched.*
2. ***This** sentence is not true.*
3. ***That** was the funniest story I've ever heard.*

e. Social Deixis

According to Levinson (2008: 63), social deixis is used to code social distinctions that are relative to the participant role in social relationship between speaker and addressee or speaker and some reference.

Example of social deixis:

1. *Mr for sir*
2. *Lady for girl*
3. *Miss for woman*
4. *Gentlemen for man*

2. Job Application Letter

A job application letter is a type of business letter that is written by a job applicant for prospective employers. It is enclosed with a resume or curriculum vitae (CV) of the applicant, which is a comprehensive listing of the details of the applicant. The purpose of the application letter is to express interest towards a particular position and to show the relevant abilities and qualifications possessed by the applicant in order to persuade the prospective employer to elicit a call for interview to be able to clinch the position.

Bhatia in Paramasivam&Izzat (2016), the primary function of a job application letter is to promote the candidature of the writer by allowing the candidate to demonstrate possession of relevant qualities for a particular job

3. Teaching Writing

According to Harmer (2004: 39), When teaching writing for writing we need to make sure that our students have some writing aim. The most effective learning of writing skill is likely to take place when students are writing real message for real audiences, or at least when there are performing task which they are likely to have do in ther out of class life. The choice of writing task will depend, therefore, on why students are studying English. Process writing is a way of looking at what people do when they compose written text. In other words, teaching writing is a process to produces the words which can express their ideas on their thinking. They can express their words by writing a text.

The teaching of writing skill has some objectives and indicators. It is stated in BSNP 2006 that the teaching and learning of writing skill in Junior High School is targeted to achieve a functional level. On the functional level, students are able to communicate adequately both in the spoken and written form to complete daily activities. Moreover,

students are able to create some monologue short functional texts and essays in the form of procedure, descriptive, recount, narrative, and report. The other target on the functional level is students can develop their linguistic competence (using grammar and vocabularies).

4. Previous Study

In this thesis, the researcher takes two previous studies as comparison, consideration, and inspiration. The first previous study is a thesis entitled *An Analysis of Deixis on the Prophets* by Prabaningtyas (2014). She used descriptive qualitative research. She focused on analysis written text used in 33 English translation of surah Al-Anbiya verse 41 until verse 91 by using deixis theory by Levinson. The aims of her analysis are to find out kinds of deixis in English translation of Holy Qur'an surah Al-Anbiya verse 41 until verse 91, and to describe how teaching writing using the deixis that found in Holy Qur'an translation on *The Prophets' Stories*. The result from her analysis English translation of Holy Qur'an in surah Al-Anbiya verse 41 until verse 91. There are 160 person deixis found (89, 88%), 2 time deixis found (1, 12%), 4 place deixis found (2, 24%), no discourse found (0%), and 12 social deixis (6, 74%).

The similarities between the first previous study and this research are analyze about deixis and apply in teaching writing. The difference between the first previous study and this research is in the first previous study is using Holy Qur'an to analyze, in this research using job application letters in *Template.net*.

The second previous study is also thesis entitled *An Analysis of Promotional Genre in Job Application Letters* by Mohamed, Halim, Husin and Mokhtar (2017). They used descriptive qualitative. The aims of their analysis are to analyze moves and steps used to implement promotional genre and identify the communicative purposes. The result from their analysis, the job application letters in this study revealed that addressing, establishing credentials, and ending politely are the most important moves and compulsory moves to be included in promotional genre. As expected, establishing credentials emerged as the most central and elaborate move that 34 was realized through various steps. However, most of the moves were not elaborated carefully and precisely due to the trend of writing job, application letter is not as important as the CV. The applicants tend to focus on providing details for experiences and educational background because those elements are believed to be the most essential criteria in applying a job.

The similarity between the second previous study and this research is using job application letter. The differences between the second previous study and this research are in the second previous study to analyze moves and steps used to implement promotional genre and identify the communicative purposes, while in this research analyze deixis and apply in teaching writing.

METHOD

In this part, the researcher would like to explain about the type of research that the researcher uses. Sugiyono (2011: 13-14) defines types of research into two types. They are qualitative research and quantitative research.

In this research, the researcher tried to analyze the deixis of the job application letter. The data of this study is the sentence in the job application letter that consist of type of deixis based on Levinson's theory. Data source was a source where data were taken from. In this research, the researcher focused on deixis in template.net

The researcher uses descriptive qualitative research in this research. In conducting this research, the researcher uses descriptive qualitative research because the researcher would like to describe the kind of deixis are used in Job Application Letters and to describe how teaching reading using the deixis that found in the letters. The researcher uses descriptive qualitative research in this research. In conducting this research, the researcher uses descriptive qualitative research because the researcher would like to describe the kind of deixis are used in Job Application Letters and to describe how teaching reading using the deixis that found in the letters.

The researcher gives technique of data collection and conducted library research to get information about the interruptions in this show. The technique of data collection as follows: 1. Downloading job application letters. 2. Reading the letters. 3. Marking the sentences indicating deixis inside. 4. Selecting some sentences that contain deixis from different types.

In this research, the researcher used descriptive qualitative. Then the data analysis as mentioned bellow: 1. Identifying the data. 2. Classifying the data. 3. Counting the data. 4. Applying the deixis found in teaching writing 5. Drawing conclusion and suggestion based on the result of the analysis.

FINDING AND DISCUSSION

a. Finding

No	Kinds of deixis	Quantity	Percentage (%)
1.	Person deixis	405	79.88%
2.	Place deixis	1	0.20%
3.	Time deixis	4	0.79%
4.	Discourse deixis	43	8.48%
5.	Social deixis	54	10.65%
Total		507	100%

Table 1: Kinds of deixis in job application letter

Based on the table above, there are five kinds of deixis found in the job application letter. The table shows that there are 508 deixis. Moreover, there are that there are 405 of person deixis, 1 of place deixis, 4 of time deixis, 43 of disourse deixis, and 54 of social deixis.

b. Discussion

1. Person Deixis

a. Data Description

Ex: I have over 8 years of experience working as an assistant lecturer and have worked with some of the best in the industry

b. Data Analysis

The word *I* is a person deixis. The pronoun *I* is counted as singular first-person deixis. The first singular person deixis is contained as the writer of the letter. The person deixis *I* is refers to Cyril Goulet.

2. Place Deixis

a. Data Description

*Ex: I can prove to be a valuable asset for your institution if you will kindly allow me to work and perform my services **here**, in your institution.*

b. Data Analysis

The word here is a place deixis. The location of adverb here in this sentence is the place that writer applies job.

3. Time Deixis

a. Data Description

Ex: Right now, I want to be part of a trusted financial institution such as yours, where I will be offered super Learning and development opportunities that will help me to maximize my potential and much more

b. Data Analysis

The word *now* is a time deixis. The time deixis *now* is the time, when the writer wrote that letter.

4. Discourse Deixis

a. Data Description

*Ex: You need an assistant that is alert, energetic and ready to support you as you strive to manage a successful and highly regarded hotel and I am **that** person*

b. Data Analysis

The word *that* is a discourse deixis. The word that refers to the person that Ace Parking Management Inc. is looking for. Ace Parking Management Inc. is looking for the person who is alert, and energetic

5. Social Deixis

a. Data Description

Ex: Mr. Vorhoff

b. Data Analysis

The word *Mr.* is a social deixis. The social deixis *Mr.* refers to the nickname of man. The man is Hiring Manager of Sonic Automotive. He is Mr. David C. Vorhoff.

Based on the analysis of data finding above, the researcher can observe that the kinds of deixis (person deixis, place deixis, time deixis, discourse deixis, and social deixis) can be essential using in job application letter. The analysis the five kinds of deixis meaning in sentences in the job application letter. The result of analysis 35 data of data that were taken by researcher can be represent the occurrence of kinds of deixis itself (person deixis, place deixis, time deixis, discourse deixis, and social deixis). The researcher found

507 data from the type of deixis in the job application letters. The person deixis found 405 or about 79.88% from the total deixis showed in the letter. The person deixis found in the sentence in this letter are you, it, he, she, and I. The place deixis is only found 1 or about 0.20%. The place deixis found in the sentence in this letter is here. The time deixis found 4 or about 0.79%. The time deixis found in the sentence in this letter is now. The discourse deixis found 43 or about 8.48 %. The discourse deixis found in the sentences in these letters are *this* and *that*. The social deixis found 54 or 10.56%. The social deixis found in the sentence in this letter are *Mr.*, *Ms.*, *Sir*, and *Madam*. The findings are in line with the result of the previous study.

CONCLUSION

There are five kinds of deixis found in job application letters. The kind of deixis is person deixis, place deixis, time deixis, discourse deixis, and social deixis. There are five kinds of deixis found in the job application letter. The kind of deixis is person deixis, place deixis, time deixis, discourse deixis and social deixis. The table shows that there are 505. Besides that, there are that there are 405 of person deixis, 1 of place deixis, 4 of time deixis, 43 of discourse deixis, and 54 of social deixis. Therefore, all the total of type deixis in the job application letters is 507.

The deixis found can be used in teaching writing in Senior High School. In this research, the researcher used job application letter as teaching media in language teaching. The aim of using job application letter is to help student in understanding deixis. The teacher can use deixis to show kind of deixis. To make it is more interesting and more effective, teacher can use job application letter to help the teacher learn about deixis. The steps of teaching are as follows: a. Teacher gives some explanation and some example of word deixis in general. b. Teacher gives the job application letter to students c. Teacher gives instruction students to read again the job application letter d. Finally, teacher gives students task to find word of deixis and makes group every types and answering some question.

Teachers selection of language should be effective in order to make the materials can be transferred and understood by the students. Therefore, the teacher have to master many vocabularies and the skills of pragmatics, discourse and syntax. Because this terms are important to make an effective teaching learning process. Behrens (2014:8), while most

acknowledge that vocabulary as a body of language knowledge continues to grow; educators should also consider skills in syntax, 55 pragmatics and discourse as part of the learning process. Then, should not just be teaching content; we should also be teaching students how to use language.

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