**The use of “Minimax book” by Bob Dignen to Improve Student’s Writing Ability of Business Letter , and Email at Eleventh Grade of SMK Muhamammadiyah 1 Borobudur in Academic Year 2012/2013**

By : Aan Budi Nurcahyo

Faculty of Teacher Training and Educational Sciences, Muhammadiyah University of Purworejo

Email : Budiaan295@gmail.com

**ABSTRACT**

English is one language that become as International language and used in almost countries in the world. In Indonesia.The use of business letter and email for students in SMK students is very important.Expert in writing business letter and email can make the students ready when they get a job after graduated from SMK.. From the statement above, the researcher conducts the research entitled “*The use of “Minimax book” by Bob Dignen to Improve Student’s Writing Ability of Business Letter , and Email at Eleventh Grade of SMK Muhamammadiyah 1 Borobudur in Academic Year 2012/2013”.* The objective of this result is to find out whether using Minimax book by Bob Dignen is effective or not to improve the students’ writing ability business letter and email at eleventh grade of SMK Muhammadiyah 1 Borobudur. The type of this research is experimental. In this research, the researcher used two classes as the sample. They are 30 students as experiment class and 30 students as a control class. The researcher collected the data by giving pre-test and post-test to the sample. The result of this research revealed that using “Minimax book”is effective to improve the students’ writing ability. It proved that the result of t p value = 0.000/0.001 *with t test* 17,429, Paired sample test experiment class P value =0,001 with eror 5% or 0,005 it is indicate 95% data is valid.t value 17.429>t table 2.045. so Ha aceppted it means that the use of “Minimax book”by Bob Dignen improving student’s writing ability of business letter and email ability is effective.Moreover, the mean of pre-test result of the experiment class is 56,50, and the mean of post-test result is 82,17. It means that the mean of post-test is higher than mean of pre-test. It shows that using “Minimax book”gives a positive contribution toward the students’ writing ability business letter and email. The result of this research finding proved that the Hypothesis of research ( Ha ) is accepted. Moreover, the use of “Minimax book” improved student’s writing ability of business letter and email ability in the eleventh grade of business class SMK Muhammadiyah 1 Borobudur

**Keywords: Minimax book, writing ability, Business letter and email**

1. **Background**

Language is primarily an instrument of communication among human being in a community. Larsen (2003: 2) states that language is a means of interaction between and among people. Here, it has function as a tool which connects them in their surroundings. People realize that without language they cannot interact to each other. Language can become a bridge to connect one another that live in different places and cultures. By using a language one can gain information, knowledge, and express one’s feeling, and emotions. Nowadays, many people learn the international languages. As a modern tool of communication, business letter and email plays a vital role to create communication network or link among people. It is universally accepted and considered as a simple but reliable source of communication. It involves less cost and provides a source for future reference. Since it is written, it can be kept as evidence to avoid any confusion. Due to expansion of business around the globe, business letter is also advancing day by day simultaneously.

1. **Research Method**

The writer uses experimental research because the researcher is doing experimental or treatment to compare result pre – test and post – test.One group as a axperiment, and one group as a control.Both of group will get Pre test,and post test.The experiment group will get treatment,but control group not.This experimental research is done by using quantitative technique in processing the data and getting the result.

The population which is taken in this study is the students at the eleventh grade of business Class SMK Muhammadiyah 1 Borobudur in academic year 2012/2013. The total number of the population is 175 students.

This research was conducted at at the eleventh grade of business Class SMK Muhammadiyah 1 Borobudur in academic year 2012/2013. It is located in the Magelang regency. The researcher takes two classes which consist of 60 students as a sample.

The description of the data is aimed to provide the answer to the questions about the use of “Minimax book” by Bob Dignen to improve students writing business letter and email ability. It is intended to answer the first and the second formulations of the research problem as stated in Chapter II. the description will be in the form of the mean, median, mode, standard deviation, variance and the distribution of the students’ score.

1. **Finding and Discussion**

This research was conducted in SMK Muhammadiyah 1 Borobudur in academic year 2012/2013. In conducting this research, the researcher took two classes as sample consists of 60 students. Class A consists of 30 students and class B consists of 30 students. By using a test, the researcher collected some data concerning the test result. To calculate the writing ability business letter and email, the writer catagorized test the score of test was based on the criteria of scoring.

In experimental group is a group which given the treatments by using “Minimax book”. After giving treatment by using Minimax book, the higest score writing ability of Experimental Group is 95,the lowest score of Experimental Group is 60, the range of Experimental Group is 35,the mean is 85.17, the mode is 80, the median is 82.50, the standard deviation is 79.53,and the variance is 63.247. Based on the score analysis and the degree mastery of experimental group, the researcher concludes that writing ability of experimental group of the eleventh grade of SMK Muhammadiyah 1 Borobudur is “Very Good”.

Control group is a group which not given treatment with “Minimax book”. The researcher calculates that the highest score of control group is 85 and the lowest score is 65. The mean is 75.17, the median is 75, the mode is 75 the standard deviation is 5.796, and the variance is 33.59. The researcher concludes that writing ability of control group of the eleventh grade students of SMK Muhammadiyah 1 Borobudur is “Good”.

The result of experiment group and control group are very different, it indicates the use of “Minimax book”for Experimental class has a great effect to improve writing ability business letter and email in SMK Muhammadiyah 1 Borobudur in Academic year 2012/2013

1. **Conclusion and Suggestion**

The mean score of experimental group post-test is 85.17. It means that writing ability of the students in experimental group belonged to very good category. While the mean score of control group post-test is 75.17. It means that writing ability of the students in control group belonged to good category. The mean score of experimental group before the researcher gave the treatments by using ”Minimax book” is 56.50 , and the mean score after the researcher gave the treatments by using ”Minimax book” is 85.17. It shows that the mean score improve than before.Paired sample test experiment class P value =0,001 with eror 5% or 0,005 it indicate 95% data is valid, t value/t count 17.429>t table 2.045 so Ha is aceppted.It means that the use of “Minimax book”by Bob Dignen improved student’s writing ability of business letter and email is effective.

The researcher hopes this thesis will be useful and helpful for teachers or other who are interested in writing ability business letter and email. There are suggestions in this final section. For Teacher, the teacher should be creative in using methods, techniques, strategies, or media on the teaching writing ability business letter and email, the teacher should be flexible and understand the students’ condition to make the teaching writing ability run well, the teacher can use “Minimax book”by Bb Dignen as an alterntive on teaching writing ability business letter and email for SMK students. For Students, the students can write business letter and email with simple steps, the students at SMK should try and optimize the use of business letter and email because it is important for them when they get a job after graduated, the SMK students should be more motivated to writing business letter and email better and more motivated to improve their experience in the business field.The students should be often closed with the business letter and email in real life outside in the class to improve their writing ability.

1. **Reference**

Acyut. (2008). *Web Technologies*. Bombay: Kahate

Arikunto. (2005)*Dasar dasar Evaluasi Pendidikan.Jakarta*:Bumi Aksara

Handoko Riwidikdo. (2010).*Statistik Penelitian kesehatan dengan Aplikasi*

*Program R dan SPSS.*Yogyakarta:PustakaRihama

Dignen,Bob.(1999).*Writing for International Business:email,letter,and*

 *reports*.Jakarta:Us embassy Jakarta.

Hornby, A.S. (2000). *Oxford Advanced Learner’s Dictionary*. Great Clarendon Street Oxford: Oxford: Oxford University Press.

<http://www.computerhope.com>/2013/03/The Definition of Business

 Letter.Conduct at 20 march 2013.

Nursalam. (2003)*Konsep dan penerapan Metodologi*

 *penelitian*.Surabaya:Salemba Medika

Riduwan. (2010). *Skala Pengukuran Variabel Variable Penelitian*.Bandung: Rosda

 Karya

Soomers. (2004). *Letter*. London: J.sharp

Sugiyono. (2009). *Metode Penelitian Bisnis*. Bandung:CV. Alfabeta

Sukardi.(2005).*Metodologi Penelitian Pendidikan Kompetensinya dan Praktiknya*

Jakarta. :Bumi Aksara

Triton.PB. (2006)*Terapan riset Statistik Parametrik*.Yoyakarta:Andi Offset.