
AN ANALYSIS OF STUDENTS' ABILITY IN WRITING AN INVITATION LETTER

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ABSTRACT

Writing is one of the most important skills in the English language that students must master at school, while the eleventh grade students of Madrasah Aliyah Al Amiriyyah still had problems in writing, especially in writing invitation letters, most of them were not understand well about part of invitation letter and to design their sentences. Besides they were also less vocabulary in writing invitation letter. So the aim of research is to describe student's ability in writing an invitation letter at the eleventh grade students of Madrasah Aliyah Al Amiriyyah Blokagung Banyuwangi. The method in this research is descriptive qualitative. The data was taken from the results of the researcher's observations on the learning carried out in class, especially on the invitation letter material. The results of the analysis of students' writing skills on an invitation letter are that three students are included in the sufficient category with scores obtained 64, 66, 62 and one student is included in the good category with a score of 75. This indicates that the writing ability of the eleventh grade students of MA Al Amiriyyah on an invitation letter is still low and there is a need for improvement in better writing learning methods.

Keyword: *Analysis, Student's Ability, Invitation letter*

A. INTRODUCTION

According to Sharples (1999) actually writing is an opportunity, its student to express something about themselves, explore and explain ideas. The point is that students can express something they want through their writing and even students can develop their ideas and convey them to others through easy-to-understand grammar as an indirect communication tool. In addition, writing skills can produce a work as in the opinion of Tarigan (2017, p.116) who said that writing has a function, by composing we create something that creates something new, therefore the results of writing activities can produce a work, be it an essay, poetry letter and so on. Writing is an activity productive and expressive (Kurniawan, 2006:122). In this writing activity, writers must be skilled at utilizing graphology, language structure, and vocabulary. Difficulty in writing activities various, among others, not mastering writing techniques and writing skills.

In writing skill, students must learn short functional text. Short functional text has types of informational text to help the information receivers or readers grasp the information quickly. Since short functional texts are intended to make the readers understand the texts quickly, they are usually

Characterized with the use of clear, simple and concise sentences, pictures or symbols

and the use of particular words or letters.

Directed writing skills to write an invitation letter. Letter invitation is written information that can be used as a written communication tool made under certain conditions. Conveying intent by letter from one party to other party can be on behalf of individual (private) and can be on behalf of position in an organization. When studied more about how important function writing, especially writing invitation letters, it's only natural if coaching is done intensive on that aspect of teaching without neglecting the teaching already established at the school. This research discusses the problem of invitation letter writing, because of its importance writing skills, development learning to write needs to be improved. Improvement of writing learning can be done through mail training correspondence. This is done to activate the creative power of students in hone their intelligence (Wagiman, 2015: 172).

MA Al-Amiriyyah is one of the school institutions located in one of the auspices of the Darussalam Islamic boarding school. This school has received an A accreditation which means that the teaching carried out at the school is considered very good by the Banyuwangi district government, and the quality of the graduates issued are guaranteed. There are several reasons that support researchers to conduct research at the school. Among them are the proximity of MA Al-Amiriyyah's location to the researcher's residence, the researcher is one of the alumni of MA Al-Amiriyyah, and the researcher is one of the administrators of the dormitory under the auspices of MA Al-Amiriyyah which in fact and directly researchers found the problems that occurred to Al Amiriyyah students who is live in dormitories, especially in learning to write invitation letters.

There are many problems for students in learning English, especially for writing invitation letters, as found in the field, namely complaints from four students, specifically students in class XI MA Al Amiriyyah who were placed in the Syafaatul Quran dormitory. They cannot write invitation letters well because of lack of vocabulary and also still confused in the use of grammar. Based on this, researchers are interested in analyzing how far their ability to write invitation letters is.

According Nunan (2003) stated that writing is a process of thinking to invent ideas, thinking about how to express ideas into good writing and arranging the ideas into statement and paragraph clearly . Furthermore argued in Brown (2002) and Harmer (2004) writing is exploring ideas and organizing ideas. Exploring ideas includes vocabulary, interviewing someone, and discussion. Gebhard as cited in Sumardi, et.al (2008, p.196) stated that writing needs some rules which involves using appropriate word choice or using appropriate grammar, syntax and mechanics. It means that writing process is not only about expressing ideas, but also about using appropriate rules in writing good paragraph.

According to Richard and Renandya (2002, p.303), the difficulty in writing is not only in generating the ideas, but also in translating the ideas into readable text. Furthermore, Brown (2001) and Harmer (2004) argued that writing is exploring ideas and organizing ideas. Exploring ideas includes vocabulary, interviewing someone, and discussion. Meanwhile, organizing ideas consists of ordering information in a paragraph, writing topic sentences, limiting information, using a time sequence, making an idea map, categorizing and making outline, summarizing ideas, and writing title. Organizing ideas is important as a paragraph need to develop cohesion and coherence, in order to be easily followed by the readers.

There are three purposes in writing: informative writing, expressive/narrative writing, and persuasive writing. The three purposes described are similar to the purposes used in national assessments (NAEP 1987) and encompass the major types of writing in programs for

ELL students well as in many state writing assessments (e.g., California Assessment Program 1990; Maryland State Department of Education 1987; Vermont Department of Education 1990).

Write a letter of invitation that includes the purpose of the visit, your relationship to the individual, a statement of your status here and the length of time they will be visiting (usually less than three months). If the individual has a job to which they plan to return, it is good to mention it in the invitation letter. If you plan to provide for their support while they are here, include that information as well.

An invitation is a type of letter which is written to invite a guest to a particular event or celebration. The former conveys information about the event and the latter ensures that the guest is going to attend. Invitation is categorized differently. Some categorize it into a formal and informal invitation while others categorize it into a business and friendly invitation (2013, p.148)

The purposes of writing the invitation determine the types of the letters. For example, an invitation letter inviting peers or clients to an event hosted by the company or inviting persons for an important meeting is a formal letter. Those letters are categorized as business invitation letters and are written in a formal tone. Invitation letters sent to friends and family members can be less formal.

B. RESEARCH METHOD

1. Research Design

Based on the analysis of data, the researcher will use qualitative research. Qualitative research is the research that's means to understand the phenomena about what is the subject research undergone. The use of this method is to describe the analysis about students' ability in writing invitation letters at Grade eleven MA Al-Amiriyyah Blokagung Banyuwangi.

2. The Research Area

This research was conducted in MA Al-Amiriyyah school has three majors, science, religion and social sciences and two excellent classes, namely science and religion. The number of student in 2020/ 2021 580 student with 23 classes and 54 workers. This subject of research is at the eleventh grade of students at MA Al- Amiriyyah Blokagung Banyuwangi.

3. The Research Respondent

The participant of data in this research is divided in two parts, they are:

- a. In order to maximize information, we must choose informants who can be used as data sources. This study took the subject of research to four students of eleventh grade MA Al Amiriyyah placed in the dormitory.
- b. English teacher of Eleventh grade MA Al-Amiriyyah Blokagung Banyuwangi.

4. Data Collection Method

Data is the most important part of the study, because with the data the researcher can find out the result of the study. In this study data were obtained from various sources, using various data collection techniques and carried out continuously until the data saturated. In accordance with the characteristics of data required in this study, the data collection techniques used are:

a. Observations

Observation is one data collection technique in each research and this research is used to collect information or data as research objective, (Ahmadi, 2005: 101). That means that the information obtained by researcher is real from observations in the study area. Base on observation is a way collect data, which is done by observation and make systematic notes to ward off phenomena, wich become observational targets (1998:59). There many reasons why qualitative method must be observed. One of the reasons is that researcher really can be filled. Gube and Lovelon in Moeloeng, said that there are several reasons in qualitative research, Observation has great benefits, namely:

- 1) This observation technique is based on direct experience and is more precise.
- 2) Observation techniques also allow them to see and observe themselves
- 3) Allows researcher to record the events of the situation relating to knowledge and knowledge is directly proportional
- 4) Often there is no doubt in researchers
- 5) Enables researchers to understand complex situations
- 6) In cases where other communication thechniques are not possible, observation can be a very useful tool.(2009: 174-175).

In this observation researcher used direct observation to get the application of film learning data in learning English as primary data and to check the conditions of reality.

b. Interview

Interview is a purposeful interaction usually between two people, focused on one person to get information from the other person (2000, p219) In this research, the researcher did interview directly with the English teacher to know about the students' ability in writing invitation letters and the researcher also did interview to the four students of eleventh grade MA - Al Amiriyyah in academic year 200/2021 students to ask them about their difficulties and causes problem in writing invitation letters.

c. Documentation

According to Djamaan Satory (2021: 149), documentation study is collecting document and data needed in research problems and increase confidence and prove and incident. Documentation used in this study of the list of survey respondent, photos student behavior in the process of learning take place, photos of one teacher, scoring test. In this study, documentation was carried out to obtained support for the MA Al amiriyyah school description data. Name of the school, name of respondent.

5. Data Analysis Method

The steps taken by the researcher using the interactive model qualitative analysis are as follows:

- a. Observing student behavior and class conditions during the learning process.
- b. Observing the technique and implementation of teaching delivered by the teacher at the time of learning to write an invitation letter.
- c. Conducted interviews with the English teacher and four eleventh grade MA - Al Amiriyyah students in the academic year 200/2021.
- d. Requesting the results of the evaluation of student learning to the English teacher as secondary data and then analyzed based on the assessment rubric.

After analysis all the data of the research, it is necessary to discuss the result of the study. The aim is to figure of the answer of the research question. The First is it can be explained by the result of students test. Base on the result, of the test, the researcher find out, 3 students were in the fair category and 1 student was in the good category.

The second is it can be explained that there are same difficulties in invitation letter of students. That is the difficulties were faced by the such as the students' difficulties in writing invitation letters are because students are still minimal in mastering English vocabulary to make sentences in letters, using tenses and they do not understand parts of letters well.

The third question is it can be explained by result of the interview with four informants and teacher of eleventh, researcher concluded that the cause of the problems faced by students in English lessons, especially invitation letter material, because same students did not like English, especially in writing lessons, they thought that English was difficult to learn so that it made them lazy to learn especially when they have to look for vocabulary to be used as words in the invitation letter because they still lack vocabulary that they master.

C. CONCLUSION

After getting the result of the research, the next step is giving conclusion of this research. It is important, because it can describe the final the researcher itself. The researcher took the conclusion of researcher are explained below: 1. Students' ability in writing invitation letters at grade eleventh MA Al Amiriyyah Blokagung Banyuwangi especially four students. Three students were in the fair category and one student was in the good categories. 2. The students difficulties in writing invitation letter at grade eleventh MA- Al Amiriyyah Blokagung Banyuwangi because students are still minimal in mastering English vocabulary to make sentences in letters, using grammar and they do not understand parts of letters well. And 3. The causes of problem faced by the students' ability in writing invitation letters at Grade eleven MA- Al Amiriyyah Blokagung Banyuwangi were: a. The causes of problems faced by the students' in learning process. Students' didn't like studying English, students' didn't have a dictionary and lazy when teacher teach in English learning, students' was lack of vocabulary, students' felt difficulties memorize in vocabulary. b. The causes of problems faced by teacher in learning process. She could not give students attention because many students in the class, so it could not consider students one by one. Teacher difficult memorized vocabulary to students because they are lazy about remember it. And the lack of time on learning caused by the spread of the Covid-19 virus.

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