

**JOB INTERVIEW WRITTEN DISCOURSE
OF CHAPTER 10 USED
IN EXECUTIVE ENGLISH COURSE BOOK**

A THESIS

**In Partial Fulfillment of the Requirement
for the Sarjana Pendidikan Degree in
English Language Teaching**



By

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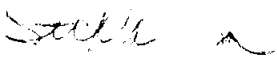
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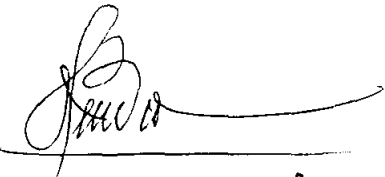
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ABSTRACT

Indah, Setyowati, 1997 Job Interview Written Discourse Interview of Chapter 10 Used in Executive English Course Book , S1 Thesis, Program Studi Pendidikan Bahasa Inggris, FKIP Universitas Katolik Widya Mandala Surabaya. Advisors: Drs. Bartholomeus Budiyo, MPd.

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Communication makes interaction with other people. We learn from one another, we cooperate with one another, and we share our thoughts and feelings with one another. We spend much of our time communicating, yet we still need to acquire the skills to make our communication more effective (Kretchman, Wagner & Lowens; 1988,2).

In our culture effective communication has tight relation with Rhetoric which is used in everybody's business. Rhetoric is the art of effective communication (John; 1965,51). Most communication we do during our lifetime is through the medium of spoken words. In modern life, speaking English well is demanded either in everyday's activities or business activities. A person who is able to speak English well will find it easier either in applying for a job or doing business with other people of different countries. We can see that in all fields such as hotels, restaurants, travel-agencies, offices, factories often use English as a communication in their business either in written or spoken form. That is why, the employer prefers hiring the applicants who are skillful to use one foreign language. Moreover, when they sit for a face-to-face interview for the first time, they must be able to convince the interviewer with their oral skill. The problem that causes the applicants fail in having a face-to-face interview is they simply sit passively, like the students taking an oral examination waiting to answer the next questions. To show that the applicants are dynamic and enthusiastic, they turn the oral exam into a conversation.

This study is intended to answer the following research questions : (1)What types of questions are encountered in the job written discourse of chapter 10 used in Executive English Course book and (2) To what extent are the questions and answers encountered in the job written discourse of chapter 10 used in Executive English Course book.

Using two theories based on two experts - Brown and Watson et al, the writer analyze : (1) the types of questions and (2) the interviewees' guidance of question-answer.

The writer finally found the questions are often used are (1) open-ended, (2) direct,(3) loaded,and the last mirror-type. Besides, for the interviewee's guidance of question-answer, the interviewees do not often make a direct impression, the second they are not specific in giving feedback, and the last they still answer in monosyllables.

Future research of job interview analysis be emphasized not in the job written discourse analysis, but in the real situation. Taking the data from hotels, banks and other fields with more sophisticated instruments.

It is hope that many interviewees can prepare before they face job interview by thinking and knowing what types of questions actually used by the interviewer. They know the tactic how to handle it. To know the interviewee's guidance of question-answer, the interviewees would be hopeful to avoid many mistaken in giving feedback toward the interviewer's questions and they could answer more appropriately.