

**EVALUATING AND SUGGESTING MATERIALS FOR SPEAKING IV
STUDENTS OF THE SECRETARIAL DEPARTMENT OF
WIDYA MANDALA CATHOLIC UNIVERSITY
BASED ON ESP APPROACH**

A THESIS

**In Partial Fulfilment of the Requirements for
the Sarjana Pendidikan Degree in
English Language Teaching**



By

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JURUSAN PENDIDIKAN BAHASA DAN SENI
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APPROVAL SHEET

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This thesis has been examined by the Committee
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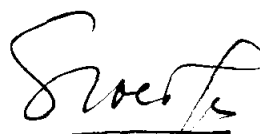
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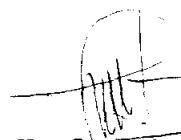
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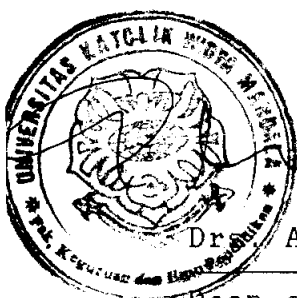
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ABSTRACT

EVALUATING AND SUGGESTING MATERIALS FOR SPEAKING IV STUDENTS OF THE SECRETARIAL DEPARTMENT OF WIDYA MANDALA CATHOLIC UNIVERSITY BASED ON ESP APPROACH

As the objective of the teaching of Speaking IV to the sixth semester students of the Secretarial Department is that students are expected to be able to communicate both in office and in business situation, the speaking materials given should meet the students' needs. The main reason is that the materials which meet the students' needs motivate the students' motivation to learn more and make the learning process better and faster. Because the writer is interested in the students' needs which can influence the students' motivation, she wants to know the needs of the sixth semester students joining Speaking IV at the Secretarial Department of Widya Mandala Catholic University, evaluate the present speaking materials, and suggest speaking materials which match students' needs.

In order to know students' needs, the writer distributed questionnaires to the 80 sixth semester students joining Speaking IV in A1, B2, C1 and D2 classes. After collecting the data about the students' needs, she analyzed them and defined the subjective and objective criteria based on the students' needs and the objective of Speaking IV. The eight criteria in subjective analysis were made to fit the materials requirements, while the eight criteria in objective analysis were made to evaluate whether the present speaking materials meet the students' needs or not. In the process of evaluating the materials the secretarial syllabus was used as the reference. After evaluating the objective analysis, the subjective analysis and the objective analysis were matched each other to show whether the present speaking materials meet the students' needs or not.

The results of the matching showed that the present materials partly matched the students' needs. However they can still be used if the speaking teachers do not want to replace them with the new one. Therefore, several parts should be changed, for example the text-type should be in a dialogue form, the exercises should include role play and games, the materials should provide a correct models of language use so that the students can communicate in English to support their profession later.

Finally the writer suggests some speaking materials which serve as the enrichment and modification of the present speaking materials. She also gives the procedure for applying the materials. She hopes that this study can give contribution to the Secretarial Department in order to provide the students with materials that might meet their needs.