

AN ANALYSIS OF PARTICULAR WORDS AND PHRASES USED BY THE THIRD SEMESTER STUDENTS IN WRITING AN APPLICATION LETTER AT STAI BUMI SILAMPARI LUBUKLINGGAU

Oleh : Joni Helandri

Dosen STAIS Bumi Silampari Lubuklinggau

ABSTRAK

Penelitian ini berkaitan dengan analisis penggunaan kata dan frasa dalam menulis surat lamaran dalam tugas paper subjek bahasa Inggris yang ditulis oleh semester ketiga dari mahasiswa program studi Pendidikan Islam (PAI) di STAI Bumi Silampari Lubuklinggau. Masalah penelitian ini terbatas pada kata kerja, kata benda, kata sifat, dan frasa dalam menulis surat lamaran. Tujuan dari penelitian ini adalah untuk menggambarkan kata kerja, kata benda, kata sifat, dan frasa mana yang biasanya digunakan oleh mahasiswa semester ketiga dalam menulis surat lamaran. Metode yang digunakan dalam penelitian ini adalah metode deskriptif. Teknik dokumentasi digunakan dalam pengumpulan data. Ketika data telah dikumpulkan, penulis mengkategorikan kata menjadi kata kerja, kata benda, kata sifat, dan frasa. Selanjutnya, dalam menganalisis data penulis mengklasifikasikan data yang dipilih secara umum, dan menginterpretasikan data tersebut. Hasil penelitian menunjukkan bahwa ada beberapa kata kerja, kata benda, kata sifat, dan frasa yang terdapat di surat lamaran. Selain itu, ada juga beberapa kata-kata tertentu yang mendominasi penggunaannya dalam menulis surat lamaran kerja dalam bahasa Inggris.

Kata kunci: words, phrases, writing, application letter

A. Background

There has been a strong demand for university students to understand information in English and to apply what they understand from the information in the written form. It is even more challenging when they are required to express their ideas, opinions, and thoughts into English writing forms. On the other hand, writing is also an essential part of thinking and learning in educational context, particularly in light of 21st Century demands.

Chin (1990: 11) points out that writing is a way of communicating informing ideas and feelings to other people by reproducing the thoughts, ideas and feelings in written forms. Therefore, writing is one of the four language skills in English that should be mastered by students. Besides, writing is also a productive skill. It means that in writing the students get involved in producing and communicating a message of something to say by making signs or words on a page. To write well, students need a message and someone to communicate it to. The students also need to be able to form letters and words, and to join these together to make words, sentences or series of sentences that link together to communicate that message.

There are many forms of writing, for example: letters, faxes, memos, notes and reports. One form of writing which is usually used is a letter. A letter is a written message, request, account of events, etc sent from one person to another (Hornby, 1995: 677). According to Luhulima (1995: 253), there are two kinds of letters: Formal and Informal letters. Sometimes, they are also called Business and personal letters. People, professionals, and students use letters for two purposes, it is for personal purpose and business matters. For the personal purpose, letters can be used to send a message or news to friends, parents, and other families. For the business purposes, letters can be in the form of ordering goods, inquiring new products, sending a catalogue, and applying for a post in an industrial company.

In this study, the writer focuses on an application letter as one of Business letters. A letter of application is a cover letter, a sales letter, and a marketing tool which includes all in one. Furthermore, it should accompany a professional resume at any time when a person applies a job. In writing a good application letters, it is required to have appropriate vocabulary or word choices, standard and

qualitative sentence patterns must be applied. In terms of vocabulary, choosing the right word choices is highly recommended and the most important one in writing business letters. It is required to have better knowledge on grammar and especially a standard sentence pattern in organizing ideas or appropriate style so that communication can be done successfully.

Standard business letters have a good composition in a good sentence which consisting of subject, verb and object. Then, how to use noun, adjective, adverb, preposition, verb, conjunction, pronoun, simple, compound and complex sentences and also how to use tenses like, present tense, past tense or future tense.

In other words, the usage of vocabulary, phrases, and sentence patterns in writing English business letters requires certain rules to be applied. Therefore, based on the problem above the writer tries to analyze the vocabulary, phrases and sentences and its usage in writing an application letter in terms of sentence patterns.

B. Literature Review

1. The Concept of Analysis

Analysis is an attempt to observe in detail about something or objects manner disjoint components constituent. Analysis is the study of something by examining its parts (Alan, 1980: 13). Analysis refers to the process of discovering or separating the elements in order to study the nature, condition, function or meaning. Analysis is an activity that contains several of activities such as parse, distinguish, sorting out something for classified and grouped according to certain criteria and then re-searched terms and estimated its meaning. The analysis in this study refers to selecting, classifying, generalizing, and interpreting nouns, verbs, and phrases.

2. The Concept of Noun

Noun is a word which is usually used for naming a person or a thing. According to Swan (2005: 523), nouns are most often the names of people or things. While Richard, et al (1992: 198) state that noun is a word which (a) can occur as the subject or object of a verb or the object (complement) of a preposition, (b) can be modified by an adjective, (c) can be used with determines. Nouns typically refer to people, animals, places, things or abstractions.

For examples:

- a. A mosque needs a lot of congregation.
- b. Aisyah is a pious wife.
- c. Muhammad Saw a beautiful tree.

3. Concept of Verb

In English writings, verb is the most active part in sentence for expressing an action, an occurrence, or a state of being (Connel, 2002: 186). A word like *ask, wake, play, be, can, apply*, which can be used with a subject to form the basis of a clause. In clauses, verbs often consist of an auxiliary verb +infinitive or participle. Most verbs refer to actions, events, or states. It means that when writing a letter, verb is inflected for many parts that relate to tense, for voice, for mood, or for aspect.

Since there are many verbs that can be used in writing an application letter, it is not surprising that the expression of time through verbs is one of the most puzzling and problematic domains for the students. In addition, Richards, et al (1992: 305) state that verb is a word which (a) occurs as part of the predicate of a sentence, (b) carries makers of grammatical categories such as tense, aspect, person, number and mood, and (c) refers to an action or state.

For examples:

- a. Abdurrahman reads Al-Qur'an every day.
- b. Bintang Ahmad always prays 5 times a day.
- c. She is a student.

4. Concept of Adjective

An adjective is a word that indicates a quality of the person or thing referred to by a noun. According to Fuchs et al (2000: 229), an adjective is used to describe and to give more information about nouns (people, places, or things)m for example: it is a wonderful mosque. Adjectives usually come immediately before the noun they describe.

In English, an adjective usually has the following criteria:

- a. It can be used before a noun.
e.g. He is a *happy* Muslim.
- b. It can be used after “*be, become, seem*” etc, as complements.
e.g. The mosque is *beautiful*.
- c. It can be used after a noun as a complement.

- e.g. We are looking for *people who are skilled in design*.
- d. It can be modified with verb+ object+ adjective.
 - e.g. I will *get the letter ready*.
- e. They can be used in comparative or superlative form.
 - e.g. We bought *the cheapest*.

5. Concept of Vocabulary

Procter (1983: 1229) states that vocabulary is the special set of words used in a particular kind of work, business, etc. Vocabulary is a vital part in writing a letter, by having a good knowledge of vocabulary, students can construct words and phrases into good sentences. People cannot communicate well if they do not know the vocabulary. Vocabulary is a vehicle of thought, self expression, interpretation and communication. By mastering the vocabulary, the students will be easy to express their opinions, feelings and ideas to other people either in spoken or in written.

Furthermore, vocabulary is also important to help students develop four skills of language. They are listening, speaking, reading, and writing. Without having good vocabulary mastery, learners cannot listen, speak, read, and write well in English. The importance of mastering vocabulary is stated by Richards and Renandya (2002: 225), vocabulary is core component of language proficiency and provides much of basis for how well learner speaks, listen, read, and write. Without an extensive vocabulary and strategies for acquiring new vocabulary, learners often achieve less than their potential and may be discourage from making use of language learning opportunities around them such as listening to the radio, listening to the native speaker, using the language in different context, reading, or watching television.

From the explanations, the writer summarizes that vocabulary is a set of words, phrases, abbreviations, inflectional forms used in for constructing sentences such as letters, journal a particular kind of work, and business which make up a language and that is important to be learned by the students in order to communicate and write well.

6. Concept of Phrase

A phrase is group of words which usually does not consist of a finite verb in forming part of a sentence. According to Swan (2005: 25), a phrase is two or more words that function together as a group,

for example: *the silly old woman, would have been repaired, in the country*. A phrase is a sequence of two or more words conveying a single thought or forming a distinct part of sentence but not containing a subject or predicate.

In addition, Connel (2002: 187) states that a phrase is a group of words which do not form a complete clause or sentence, for example: *a box of chocolates, on holiday, going to the bank*. From the statements above phrase is a group of words having no subject and predicate which makes sense but bit a complete one.

7. The Concept of Writing

Writing is a way to explore material and to discover insight into subjects. Writing is a form of communication in which one expresses his or her ideas, feelings, and thoughts to convey messages to the readers via text. Raimes (1983: 236) states that writing is a process that involves the encoding of message, translates the words, and develop the ideas into a good language.

Furthermore, Meyers (2005: 1) states that the word writing comes from a verb. It means that, it is an activity a process. Writing is a way to produce language, which people do naturally when they speak. But writing is different from speaking because writing is speaking to other people on a paper or on a computer screen. Unlike speaking, however, writing does not happen at once, it happens since someone cannot see and hear his/her readers, therefore, one must think about the reactions. Someone must choose a subject that will interest them and try to present it in an interesting way.

Based on the definitions above, it can be concluded that writing is an activity which is done to explore material, to use words, to construct phrases, and to express them in a well-written business letter.

8. The Concept of Letter

A letter means a direct or personal written or printed message addressed to a person or organization, a written communication that contains a grant. Lordeon (1991: 489) states that the professional world operates by means of letters, since anything communicated orally can be forgotten or misunderstood. A letter provides tangible proofs of exactly what was said, and the content can be reviewed, necessary for clarification. If letters do not generate ideas, they back

them up; they document what is going on. Thus, knowing how to write effective letter is valuable asset.

Based on the explanation above, it can be summed up that a letter is a formal or an informal correspondence that is written to someone outside houses, companies, organizations or offices.

9. Concept of Business Letter

Writing good business letters takes the same care and thought that go into good writing. Writing business letters mean that writing letters which have a businesslike that should include points such as short, simple, crisp, clear, and communicational information (Luhulima,1995: 267).

Furthermore, Murray (1984: 147) states that business letters are written to apply for a job, to place an order, to ask for information, and for other reason. Business letters are also written to answer inquiries, and to make claims. Leggett, et. al (1981: 494) adds that Business writing requires attention to the same elements of composition purpose, audience, tone, style, grammar, mechanics, and organization. Business correspondence may look special because it uses a special format with headings salutation, and so forth, but it is really governed by the same principles as your college writing assignment.

10. The Concept of Application Letter

Application letter is a letter which used to make a formal request, like when we want to apply for a job in a company, institution or schools. According to Luhulima (1995: 300), a letter of application, sometimes called the cover letter, is an important type of personal business letter, it is a letter asking for a job, for admission to college, for permission to do this or that.

Furthermore, Thomas (in Riyanto, 2011: 6-7) states that there are 7 points that should be considered in writing an application letter: (a) Neatness, the letter should be neat and interesting, (b) Clearness, the applicants should write and give clear descriptions about themselves, (c) conciseness, it means that the applicant must write a brief and an effective letter, (d) human interest, an indication of applicant's interest in the job and keenness to get it and show enthusiasm, (e) cooperation, It is our task to work out what he or she is looking for and to show, in the cooperation, (f) courtesy, In

particular, give a very brief summary of the most important details in a polite way, and (g) references, be sure you make some reference to the attached CV, or else the manager might overlook it.

Luhulima (1995:301) adds that the most important thing in writing an application letter that you have to represent yourself in writing as intelligent, coefficient, and responsible applicant. In addition she also adds that to accomplish the those above element you need to:

- a. Think about and consider the person who will read your application. Remember, we who has to read not only your letter, but a whole pile. His first action will be thrown away the letters that do not fulfill the requirements.
- b. Determine whether your qualification match the requirement for the position you append for. Once again, if you don't qualify for the position, do not try to apply. The readers will certainly your letter when he sees that you don't qualify for the position. Remember, the reader faces a heap of application letters and will easily get bored and angry if you don't fulfill the requirements but dare to write the letter.

11. Parts of Business Letter

The standard business letter has seven parts: (1) the leading which includes the company's address's name, (2) the references and the date, (3) the inside address, (4) the salutation, (5) the body, (6) the complimentary close, and (7) the signature.

The following comments explain appropriate selection of the details pertaining to the parts of business letter.

a. The Heading

Two parts comprise the heading of a business letter, the company's name and address. In many cases are also wits its telephone number, the type of business it is engaged in, and sometimes the telex code also the names of directors. It is becoming increasingly common for firms to print an emblem or trademark on their stationary.

Example:

Executive Manager	Telephone: 0157 555 666
Mr. Smith	136 New York
Mr. Hedge	Manchester 9CA

b. The Reference and the Date

These are typed on the same line. The reference in on the left and the date is on the right. Sometimes the initials of the person who signs the letter and the typist are printed. And other initials of figures are added, according to whatever may suit the filling system of the firm in question. It is usual to quote the reference initials of the addressee company in a reply.

The simplest and clearest of all the current forms of writing date used in the English-speaking world is – 17 May 2016, but there are alternative ways of writing date, namely:

May 17 2016 (American Style)

17th May 2016, and

May 17th 2016

c. The Inside Address

A few points concerning the name and address of the firm written to need to be made. Firstly, they are typed on the left, normally against the margin. Second, the use of *Messrs.* (an abbreviated form of *Messieurs*, the French word for *Gentlemen*) should not be used in front of the name of a limited company, nor should it appear with the names of firms which indicate their line of business and do not consist of family names. It follows, therefore, that *Messrs.* will be used mostly when a partnership is being addressed, as in this example:

Mr. Smith

123 Gate Harlow

New York

d. The Salutation

Below the address a double space at least is left, and the words 'Dear Sirs' are typed. This is the usual *salutation* in British business letters addressed to a company rather than to an individual within the company. Very often a comma is typed after the salutation.

When writing to an individual within the firm addressed, the salutation is 'Dear Sir' ('Dear Madam' if the recipient is known to be a woman), or 'Dear Mr. _____', 'Dear Mrs. _____', 'Dear Miss. _____', or 'Dear Ms. _____' if the addresses is addressed by name rather than by position.

e. The Body

In common there are three or four paragraphs in the body of an English business letter. But in this section the writer will explain

only the body of an application letter. The first paragraph is *opening or introducing paragraph*. In application letter it tells about the statements how the applications got the information of the firm or company he/she sends and how interest he/she applies for the position.

Example:

- We have seen your advertisement in The Jakarta Post that they are looking for Senior Packaging director.

The next paragraph is *content paragraph*. In application it consists of indicating the state of your statement for the Jobs' criteria. This includes the interest, keenness, enthusiasm, reasons of the application toward the job.

- The last paragraph is *closing paragraph or closing sentences*. In the letter of application it mentions the applicant eagerness to get the answer to this letter or the explanation how the applicant get the information about the firm he sends.

Example:

- We look forward hearing from you soon.
- We would appreciate for you kind attention for my application.

f. The Complimentary Close

This is typed above the name of the firm sending the letter, then a space is left for the signature. If the salutation is 'Dear Sirs' or 'Dear Sir', the complimentary close will read 'Yours faithfully' or, less commonly, 'Yours truly'. If the correspondent is addressed by his or her name _____ 'Dear Mr. Brown', 'Dear Miss James', etc. _____ the complimentary close will take the form 'Yours sincerely'.

Here are some examples:

Name and Address	Salutation	Complimentary Close
Southern Airways Ltd. 250 Oxford Street London	Dear Sirs	Yours faithfully (Yours truly)
The Marketing Manager Software Ltd. Richmond Surrey SFY 3DF	Dear Sir	Yours faithfully (Yours truly)
Mrs. J. Ervina	Dear Ms Ervina	Yours sincerely

British Films Ltd 3 Wardour St London W1 5 JN		
---	--	--

g. The Signature

If often happens that the person who has dictated a letter is unable to sign it as soon as it has been typed. Since it often essential to send a letter as soon as possible, the typist or other employee connected with the letter in question will sign it instead: in such cases the sender will writer the word 'for' or the initials 'p.p.' immediately before the typed name of the employee responsible for the letter.

C. Letter Style

There are three formats of letter which people use commonly, there are:

1. Full Block Style

In letter style all parts flush at the left margin.

Here is the example:

.....	sender's
.....	address
.....	the date of letter
.....	inside
.....	address
.....	
.....	salutation
.....	opening paragraph
.....	message of the letter
.....	
.....	
.....	closing paragraph
.....	
.....	
.....	
.....	complimentary
.....	name and
.....	signature

2. Semi-Block Style

In this style, date of letter, complimentary close and the signature are at right margin and the other parts are at the left margin. Each paragraph is with indented paragraph.

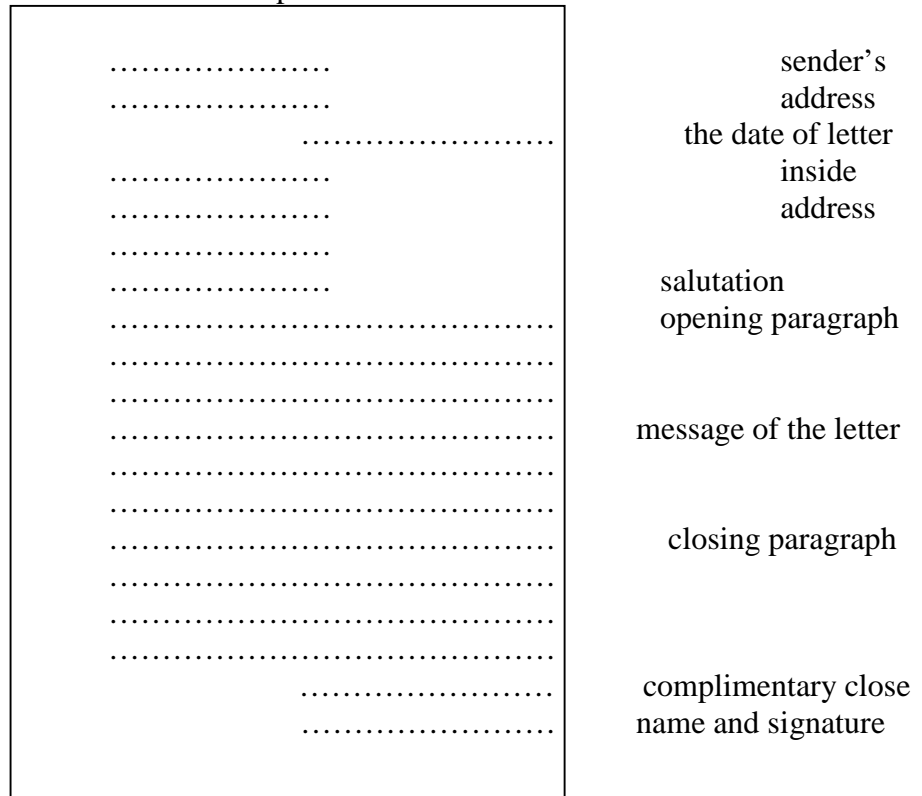
Here is the example:

.....	sender's
.....	address
.....	the date of letter
.....	inside
.....	address
.....	salutation
.....	opening paragraph
.....	
.....	
.....	message of the letter
.....	
.....	
.....	closing paragraph
.....	
.....	
.....	complimentary close
.....	name and signature

3. Block Style

The position of letter parts in this style is equal to *semi-block style*, but it is without indented paragraph.

Here is the example:



From the three styles above people make modification to make it simpler. The modification of the styles are:

- 1) Modified block style with indented paragraph
- 2) Simplified style
- 3) Modified block style without indented paragraph

A more unusual business letter format, but one that is growing in popularity, is known as the *simplified letter* format.

Here is an example of application letter:

Dear Mr. Thomas

I am applying for the post of senior packaging inspector with your company, advertised in the Globe on Wednesday 24 March.

You state that you are looking for a fast learner. I believe that I may be a good man for the job. The job itself sounds highly motivating, especially after my three years experience in freight delivery management. For some time now I have wanted to move up from my present position, which has started to become routine. The job at your company sounds just the right step up wards: I am sure I could come to grips with it right away, and master the details quickly.

You will find enclosed a summary of my qualifications and working experience.

Yours sincerely,
Geoffrey Halford.

D. Methodology

By using descriptive qualitative method, the writer will classify the vocabulary by the word parts, namely: verb, noun, adjective and phrases of content paragraph of application letters. Then the writer will discuss the particular vocabulary and phrases which often occur in letters of application. The writer analyzes the words from the ten examples of the third semester students' paper assignment of Islamic Education Program (PAI) an application.

- 1) collecting the students' result sheet;
- 2) analyzing the students' result in writing application letters;
- 3) studying them carefully to find out which nouns, adjective, verb and phrases used by the students in writing application letters;
- 4) grouping the nouns, adjective, verb and phrases used by the students in writing application letters

- 5) grouping the sentence patterns used by the students in the first sentence of the first paragraph and interpreting all the findings;
- 6) drawing the conclusions;
- 7) codes the sentence used in the first sentence and the last sentence for description to be used in the research paper.

E. Findings and Discussions

1. Findings

There were two findings in this investigation, they were: 1) nouns, adjectives, and verbs which were commonly used in an application letter, and 2) the phrases which were the most used in an application letter.

a. The nouns which were commonly used in Application Letters

Table 1
Sentence Pattern which were commonly used in Application Letters

No	Noun	Examples
1	Position	I would like to apply for the position of a secretary
2	Post	I am applying for the post of editorial assistant
3	Information	I got an information that your travel needs a staff
4	application	I send this application in response to your advertisement
5	announcement	I read an announcement at the Jakarta post
6	advertisement	I want to reply to your advertisement
7	job	I wish to apply for a job advertised on the Time's
8	company	I heard that your company offers a position of

b. The Verbs which are commonly used in Application Letters

Table 1
Sentence Pattern which are commonly used in Application Letters

No	Noun	Examples
1	apply	I would like to apply for the position of a secretary
2	write	I am writing to response your advertisement
3	require	I require to get an information for the position of..
4	send	I send this letter in response to your advertisement
5	heard	I heard that your institution opened a vacancy for...

6	enclose	Through this letter I <i>enclose</i> my CV
7	consider	I hope that you can <i>consider</i> my application
8	appreciate	I <i>appreciate</i> for giving me the chance for having interview

c. The Adjectives which are commonly used in Application Letters

Table 1
Sentence Pattern which are commonly used in Application Letters

No	Noun	Examples
1	qualified	I am sure that I am <i>qualified</i> for that position
2	suitable	I hope the post is <i>suitable</i> for my qualification
3	eligible	I am an eligible person for that position
4	interested	I am <i>interested</i> in applying for the teacher's position
5	available	I am <i>available</i> for any interview at any time
6	further	I am waiting for <i>further</i> reply
7	grateful	I feel <i>grateful</i> to fill the position of an interpreter
8	company	I heard that your <i>company</i> offers a position of

d. Phrases which are the most Common Used in Application Letter

Next are the phrases which are the most common used in application letters are presented in the table below:

Table 2
Phrases which are the Most Frequently Used in Application Letters and the Examples in Sentences of Application Letters

No	Sentence Pattern	Examples
1	Would like to apply	I <i>would like to apply for</i> a reporter
2	Writing for the position	I <i>am writing for the secretary position</i>
3	Looking forward to hearing	I <i>am looking forward to hearing</i> from you soon

2. Discussion

Based on the findings above, it can be interpreted that there were two statements can be made in writing application letters. they were: 1) nouns, adjectives, and verbs which were commonly used in an application letter, and 2) the phrases which were the most used in an application letter. The words are as follow:

- a. The nouns were the word “position” which were commonly used in the application letter than “post”
For example: I would like to apply for the *position* of a secretary.
- b. The verbs “apply” is more often used than the verb “write”
For example: I would like to *apply* for the position of an interpreter
- c. The adjective “qualified” is more often used than the adjective “suitable”
For example: I am *qualified* for that position
- d. The phrases “would like to apply for” is more often used than the phrases “I am writing to fill the post”
For example: I *would like to apply for* that position

F. CONCLUSIONS

From the findings that have been formed after the previous description, the writer can conclude that: nouns, adjectives, and verbs which were commonly used in an application letter, and the phrases which were the most used in an application letter n writing the application as in example as follows:

1. Verbs: *apply, write, require*, etc.
2. Nouns: *position, post*, etc.
3. Adjectives: *qualified, suitable, available*., etc.
4. Phrases: *would like to apply, looking forward to hearing from*.

REFERENCES

- Alan, E. 1980. *Oxford learner's Dictionary*. Oxford University Press, New York.
- Chin, B. 1990. *On Your Work: Writing Process*. Prentice Hall Inc, New York.
- Connel, O. S. 2002. *Focus on IELTS*. Edinburgh Gate, Pearson Education,ltd, Harlow.
- Fuchs et al. (2000). *Focus on Grammar: An Intermediate Course for Reference and Practise*. White Plan: Addison Wesley Longman inc.
- Hornby, A.S. 1995. *Oxford Advanced Learner's Dictionary of Current English*. Oxford University Press, London.
- Isaac, S. and William B. M. 1980. *Hand Book in Research and Evaluation*. San Diego, Edits Publisher, California.
- King, F.W and Ann. D Cree. 1991. *English Business Letters*. New Edition. Longman Group Limited, Singapore.
- Legget, M., and Charvat, B. 1981. *Handbook for Writers*. NY: Prentice-Hall, New York.
- Lewis, M., and Jimmie, H. 1985. *Practical Techniques for Language Teaching*. Language Teaching Publications, London.
- Lordeon, L. S. 1991. *Writing Technical Reports: Basics and Beyond*. McGraw-Hill Publishing Company, New York.
- Luhulima, T.C.M. 1995. *Materi Pokok Writing III: Exploring English*. Universitas Terbuka, Jakarta.
- Murray, W. 1984. *Business Communication Principles Methods*. Kent Publishing Company, California.

Neufeldt, V. 1991. *Webster New Word College Dictionary*. Macmillan, Inc, Springfield.

Procter. P. 1983. *English Correspondence Preparation*. Pearson ltd, New York.

Richards, J., J. Platt, and H. Weber 1992. *Longman Dictionary of Applied Linguistic*. New York Longman.

Riyanto, S. 2011. *How to Write a Letter of Application*. Pustaka Widyatama, Yogyakarta.

Swan, M. 2005. *Practical English Usage*. Oxfords University press, Oxford.