

ABSTRACT

Dzahabiyah, Raikhanah, 2020. *“Improving Students’ Ability in Writing Short Functional Text through Memo to Support the Tenth Grade Students Achievement in Writing at SMKN 1 Godean” A Final Paper. Yogyakarta: Undergraduate Program of the University of Technology Yogyakarta. Advisor: Suryo Sudiro S.S, M.Hum.*

This study aims to improve students' abilities in writing short functional texts and how to apply the method during learning English in the classroom. To get the data, the researcher conducted a pre-test and post-test using qualitative descriptive to analyze the data. The subjects of this study were thirty-two grade 10 students majoring in accounting at SMKN 1 Godean. The researcher used 5 strategies in teaching short functional texts, namely (1) Through questions; (2) Give a pre-test; (3) Writing a memo; (4) Provide a more detailed description of the memo; (5) Give a post-test. Researchers did not find many obstacles in teaching, either from students or facilities in the classroom. To implement this strategy, the researcher must (1) prepare a question for students about the memo; (2) Researchers assign assignments to students; (3) The researcher asks students to make memos on paper; (4) The researcher looks at the writing of memos made by students and provides a more detailed explanation of the memos to students; (5) The researcher gives the final project by making a memo according to what has been taught and explained.

Keywords: *Improving, Ability, Memo, Pre-test, Post-test*

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Penelitian ini bertujuan untuk meningkatkan kemampuan siswa dalam menulis teks fungsional pendek dan bagaimana cara mengaplikasikan metode selama pembelajaran bahasa Inggris di kelas. Untuk mendapatkan data, peneliti melakukan pre-test dan post-test menggunakan deskriptif kualitatif untuk menganalisa data tersebut. Subjek penelitian ini yaitu, tiga puluh dua siswa kelas 10 jurusan akutansi di SMKN 1 Godean. Peneliti menggunakan 5 strategi dalam mengajarkan teks fungsional pendek melalui memo. (1) Melalui pertanyaan; (2) Memberi pre-test; (3) Membuat tulisan memo; (4) Memberi penjelasan lebih detail tentang memo; (5) Memberi post-test. Peneliti tidak banyak menemukan kendala dalam mengajar, baik itu dari siswa atau fasilitas di kelas. Untuk menerapkan strategi tersebut, peneliti harus (1) menyiapkan sebuah pertanyaan untuk siswa tentang memo; (2) Peneliti memberikan tugas kepada siswa; (3) Peneliti meminta siswa untuk membuat memo di kertas; (4) Peneliti melihat tulisan memo yang dibuat oleh siswa dan memberikan penjelasan lebih detail tentang memo kepada siswa; (5) Peneliti memberikan tugas akhir dengan membuat memo sesuai yang sudah diajarkan dan dijelaskan.

Kata Kunci: Meningkatkan, Kemampuan, Memo, Pre-test, Post-test