

THE COMMON ERRORS IN APPLICATION LETTERS



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By
ARNI FITRIANI M.
F211 00 049



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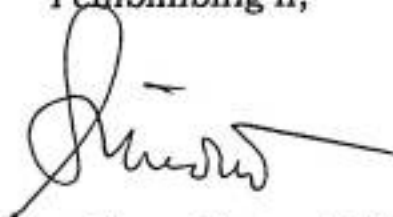
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Pembimbing I,



(Dra. Harlina Sahib M.Hum)

Pembimbing II,



(Drs. Simon Sitoto, M.A)

Disetujui untuk diteruskan kepada
Panitia Ujian Skripsi

Dekan
Ketua Jurusan



(Drs. M. Amir P., M.Hum)

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Pada hari selasa, tanggal 15 Juni 2004. Panitia ujian skripsi menerima dengan baik skripsi yang berjudul:

“ THE COMMON ERRORS IN APPLICATION LETTER ”

Yang diajukan dalam rangka memenuhi salah satu syarat ujian akhir guna memperoleh gelar Sarjana Sastra Inggris pada Fakultas Sastra Universitas Hasanuddin.

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Panitia Ujian Skripsi :

- | | |
|----------------------------------|---------------|
| 1. Drs. Agustinus Ruruk L., M.A. | Ketua |
| 2. Drs. Husain Hasyim, M.Hum. | Sekretaris |
| 3. Drs. M. Idris Hambali, M.S. | Penguji I |
| 4. Dra. Fransisca E. Kapoyos | Penguji II |
| 5. Dra. Harlina Sahib, M.Hum. | Pembimbing I |
| 6. Drs. Simon Sitoto, M.A. | Pembimbing II |



ABSTRAK

Skripsi ini berjudul "*THE COMMON ERRORS IN APPLICATION LETTERS*" yang membahas tentang kesalahan-kesalahan umum yang sering terjadi pada surat lamaran yang berbahasa Inggris.

Studi ini bertujuan untuk mengidentifikasi kesalahan-kesalahan yang terjadi pada surat lamaran dalam bahasa Inggris. Dalam mengembangkan skripsi ini, penulis menggunakan metode pustaka dengan mencari dan mengumpulkan data yang diperlukan dari judul tersebut. Selanjutnya data tersebut dianalisis dengan menggunakan metode analisis data deskriptif. Pada tahap ini, teori-teori analisis yang diperoleh juga melalui metode pustaka yakni pembacaan buku-buku yang relevan dengan pokok masalah skripsi ini.

Hasil analisis menunjukkan bahwa banyak kesalahan-kesalahan umum yang terjadi dalam penulisan surat lamaran dalam bahasa Inggris. Kesalahan-kesalahan yang terjadi yaitu kesalahan dalam sintaksis yang berupa penggunaan tenses, noun, verb, adjective, preposition dan juga kesalahan format dari surat lamaran tersebut yang berupa kesalahan dalam penulisan Inside Address, Return Address, Salutation, Complimentary Close, Ringkasan Persyaratan yang diminta (*Summary of Qualification*) dan permintaan untuk wawancara (*Review of Interview*).

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Finally, the writer considers that this thesis is still a from being perfect. Therefore, any criticism or suggestion for the improvement is demanded and welcome.

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The writer

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Chapter I

INTRODUCTION

I.1. Background

Letter is one of the ways used to convey messages in writing. That message is conveyed from one side to the other. Information can be done by an individual within his/her position in an organization. When an activity is done through letter correspondence continuously, this correspondence activity will be achieved. Correspondence happening in the trade is called trade letters or business letters. While correspondence activity done in the trade is called business correspondence.

Although modern communication tool has been progressed recently, as writing communication, skills in writing a letter has a very important role in the trade world. Compared with oral communication, communication through letters has its own excess because it is an authentic writing that is supported by sender's sign.

Of all the business communication that people have ever written, it seems that resumes and application letters will be the most important to them. Their importance should be obvious. Resume and application letters are written forms that people are likely to use to find a job. Finding a job is an important activity in their life.

Other reasons which may lead people to write resumes and application letters are that perhaps they will work for a company that

does not send any representatives to their hometown or that does not have an employment office nearby. Perhaps people will change jobs at various stages in their career which frequently requires application letters.

Actually, preparing the resumes and application letters are much like preparing sales mailing both situations involve selling. In one case people are selling a product or service; in the other case people are offering their ability to do working. The resume is much like supporting material that accompanies the sale letters. These similarities should become obvious to people as they read the following paragraphs.

The application letter is a sale letter where people are selling their skill. It also can be either general or personal just like a resume. The choice depends on whether people are selling a solicited or an unsolicited position. In some situations people may be able to combine a general resume and a personalized application letter into an effective application package.

There are three major parts to the well - designed application letter an opening which gets favorable attention, a summary of qualifications which is related to the job requirements, and requests for an interview. The primary purpose of the application letter is to motivate the employees to read their resume, while the other purpose of it is to convince the employer that people fit the job requirements of the position for which people are applying for. This is the most important part of their

letters in it. As in a resume, people will emphasize their accomplishments.

Application letters do three things. They specify the job requirements; they review people's education, experience and other qualifications related to the job requirements; and they refer to people enclosed resume (this reference may be elsewhere in the letter). The order content of application letter may vary from one to the other. The intention, however, is to compose a clear, concise, concrete and convincing paragraph that will motivate the employers to look closely at people resume.

The application letter that people use in their job campaign must meet the same high standards as resumes for neatness, clarity, and conciseness. Application letter should be brief, generally not more than one page. Analyze people readers, use their viewpoint, use the principles of business communication. The paper should also be white or the same color as people's resume. An application letter should be addressed to a specific individual and individually prepared. Never should a general application letter be copied to be distributed to prospective employers. If people send several letters, word processing equipment can be helpful in preparing them so that variable information may be inserted.

Indonesia is a country in the world which coveted the progress in science and technology, and also follow the international constellation that consider English language as a language that has to be developed.

This is proven by the fact that English language is an obligation lesson in school, starting from Elementary School to University.

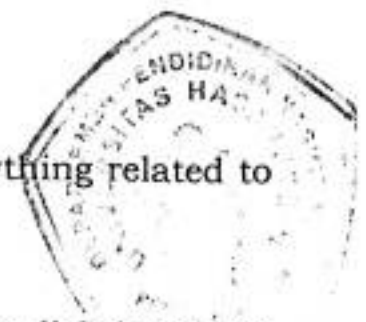
In Indonesia, many mistakes are made in using English. It can be seen where people make many mistakes or in other forms of writing.

Indirect communication especially through letter is different from direct communication. In direct communication, we can anticipate if our friend do not understand what we are talking about, such as our voice and pantomime (with body and hand) which can help us to make clear what we want to say or ask.

On the other hand, if we use indirect communication or written language, the communication is happening without facing the interlocutors.

Application letter can increase the positive thinking of business or institution. Commonly, the applicant and receiver never meet each other. So the application letter can represent the two sides to extend the written message or information in their environment.

Application letter can be the first step of a person to get better life in the future, especially to Indonesia's young generation. They have to be careful to choose a job. It is not rarely, a job seeker has a good ability and skill but he/she does not get a job because of his/her ungoverned application letter caused by errors in grammar or he/she does not fulfill other qualifications in writing application letter. Therefore a job seeker who uses the application letter to apply for a job should use skill and



ability effectively, briefly, exactly and explain about everything related to him/her. He also has to show his seriousness in that job.

Realizing the important of application letter and English language nowadays and the errors made by the job seeker, the writer is interested in talking this problem under a title "The Common Errors in English Application Letter".

I.2. Identification of Problem

The development of science and technology make us understand more about other languages. One of them is English, one of foreign languages, which used in Indonesia as the second language.

In English Business Correspondence, Application Letter is quite complex, so applicant should have skill and ability in all English language aspects. There are some problems faced by people who use English Business Correspondence, such as the use of grammar, tenses, verbs, nouns, and pronouns. Sometimes there are many common errors made by people in the form of the letter in writing style. Some other problems are related to correspondence of English Business.

Therefore, the writer is interested in doing research and investigating as well as explaining the common errors in writing English Application Letter.

I.3. Scope of Problem

In this research, the writer focuses on mistakes that are related to syntax and form of application letter.

The errors cover:

1. Errors in structure;
2. Errors that are related to application letters form :

I.4. Statement of Problem

According to the nature of the problem, the writer intends to discuss the following things:

- a. What kinds of common mistakes are usually done by students in writing English Application Letters?
- b. How are the special sentence structures used to write English Application Letters?

I.5. Objective of Writing

Based on the problem stated above, the writer wants to discuss some objective that can achieve in this research. They are:

- a. To explain the students' common errors in writing an English Application Letter.
- b. To describe the students' special sentence structure used to write English Application Letter.

Chapter II

LITERATURE REVIEW

2.1. The Term Limitation that Used

In this chapter, the writer suggests many terms that is used in this research. Those terms limitation are :

2.1.1. *Communication*

In communicating, people sent the idea or message through certain media such as radio, telegram, phone and letter. The purpose of the media is to get response that expects the communication purpose to succeed better. There are some definitions about communication, Alwasilah (1985 : 81) said that:

“Communication term includes the understand and conversion of meanings, hearing and reciprocating action”.

Sincerely Singbad and Bell (1986) said that:

“Communication is the transfer of thought and feeling by verbal and non verbal means”.

Beside that Gartside (1989:1) said :

“ Communication means a sharing of ideas and feelings in a mood of mutual understanding. Communication is a two-way process in which a speaker must have a listener and a writer has a reader with whom to share the experience”.

From the definition of communications above, it can be concluded that communication involves many people in one side as the source of information and the other side as the information receiver. Therefore people will understand about one thing that is expressed by others are concerned in communication.

Thereby, communication is happened if each person has same meaning in communicating. In this case, language as communication tool for human neither in oral language nor writing.

2.1.2. Word Choice (Diction)

In this research, word choice or diction is seen as a good language usage and correct words.

Letter as one of formal composition forms has to use good language and correct words. Sentence used should be effective, it contains a precise selected vocabulary, not the idiomatic meaning. Besides unusual word shall be avoided.

In writing a letter, diction is not only about choosing word to make sentences then arrange them as a letter, but also the words chosen have to get special attention. The sentences needed in a letter are effective sentences and the choice of words are not separated from one to another but part of sentences paragraphs and composition.

2.1.3. Errors

- Errors is a grammatically incorrect form (Corder : 1974)
- Errors is a systematic deviation from the accepted code (Norrish : 1987)

Based on the definition about error above, the writer can express that mistakes have tight bearing with the direction that have been agreed on with. In this research, the errors that have relation with the deviation of regulation to writing a letter. More clearly we can see about error in the mistake forms.

2.2. Mistake Forms

The problem of different definition about mistake is influenced by the difference of mistake form. Therefore to clarify this mistake will explain the difference between error and mistake as follow :

“Let us call a systematic deviation, when a learner has not learned something and consistently gets it wrong ! an error is when a learner of English as a second or foreign language makes an error systematically, it is because he has not learnt the correct form”. (Norrish, 1987:7)

2.2.1. Mistake

Mistake is happened because basically student or people do their mistake base on their own mind on knowledge. For example in sentence “I can to speak English”. In that example the sentence form is based own knowledge on that after auxiliary verb is followed.

While in sentence is happened "She will go" means that the mistake doesn't happen forever. Deviation that is not continuously happening is called mistake. The sentence forming is sometimes correct and sometimes incorrect. So the writer can take the conclusion of mistake as the mistake that is not continuously happening such as those which opened by Norrish (1987:128).

"Mistake is non-systematic deviation from the language code indicating incomplete meaning".

2.2.2. *Systematic Error*

According to Corder (1979) "There are three steps in learning as evidenced by natural and degree of systematically. They are elaborated as follows:

a. Pre Systematic Stage

The learner is a ware of the existence of particular system or rule in the target language. When asked to correct his sentence he cannot do so nor give any account of why he choose the particular from he did.

b. Systematic Stage

The learner error is regular, when asked to correct his error. The learner can do so, but the learner can give some coherent account of the rule he is following.

c. Post Systematic Stage

The learner produces correct form but consistently, when asked to correct his errors he can do so and give a more or less coherent account of the rule.

2.3. The Glance of Official Letter

The form of writing language that is used in communication does not do directly like in oral language but by using other such as in letter form.

Letter is one of composition types, hence all rules, qualifications or methods which must be used by a composition also occur to write a letter. In this case letter as a composition perhaps need the real precise and correct language usage.

A composition consisted of some parts which has the same form of the letter. Parts of letters are opening letter, body of letter, and closing letter (conclusion). These parts have to be compiled systematically, so they can give the clear picture about the problem that want to be asked or submitted in that letter. According to Gartside (1989 173-174) that :

“Letters, broadly speaking, fall into two classes – personal letters and business letters. Business letters are concerned not only with the business side of personal life – with house purchase, maintenance of property; employment of home – help services; insurance of property, staff and against third party risks, income tax; purchase for personal and house hold use; application for employment, and so on. Personal letters are concerned with family matters, friendship and social engagement and other arrangements of a personal sort.”

While, according to Lannon (1982:364) "There are three various types of letters:

a. The Letter of Inquiry

Letter of inquiry may be solicited or unsolicited. People often write the first type as a consumer requesting information about an advertised product.

b. The Letter of Complaint

Complaint Letters are a challenge, not because of what you have to say, but because people have to find a reasonable way of saying it.

c. The Letter of Instruction

A letter of instruction provides directions for a certain procedure. Instructions are best written in the imperative mood.

There are five functions of business letter that Geoffrey and Whitehead (1989 : 2-3) proposed. They are :

- a. *Economy*, since all letters cost money, we must keep communication costs down by using the most economical method possible.
- b. *Speed*, certain correspondence may justify the employment of courier services or express or special delivery services.
- c. *Distribution*, certain items of correspondence are of interest to individuals only; others require circulation or distribution, circulars may have a very wide distribution, other letters may be circulated to named individuals or copied to all those interested.

- d. *Secretary*, it may be necessary to ensure reasonable secrecy, or even absolute secrecy, about a matter under consideration. There are many even be a duty of care to ensure that information does not become common knowledge.
- e. *Special Clauses*, frequently legal safeguards require standard clauses to be adopted in certain types of letters and serious sequences might follow a failure to include them.

In everyday usage, there are multifarious of letters. It depends on the aspect that we can see. The kind of letters can be divided into three types. Those are Personal Letters, Official Letters or Letters of Duty and Commercial Letters or Trade Letters. According to Yusuf (1992:9)

- a. *Personal Letter* is a letter that is sent by family or friend to their family or friend. Because this letter is individual, relaxed relationship or informal will be felt in that contents. In this case, people use personal letter to make a good relationship between sender and receiver.
- b. *Official Letter or Letter of Duty* is a letter that is sent by government or private office to other government offices or sent by civil to government office and so on.
- c. *Commercial Letter or Trade Letter* is a letter that deals with the trade problem or commerce.

In this case, neither business letter or commercial letter nor letters of duty are classified as official letters.

Furthermore before explain about application letters as the core of this research, the writer will describe the business letter briefly. In this case the application letter is the part of trade letter, while trade letter or business letter is included in an official letter.

A trade letters is a letter which is used in trading activity neither concern in trading directly nor make own trading process fluently. The use of trade letter is an activity done by a company either internally and externally every day.

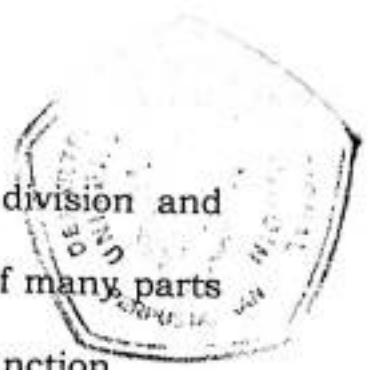
There are many kinds of business letter; such as Shaw (1986) said that

“There are many kinds of business letter, the most common of which are order letters, inquires, sales letters, adjustment letter, credit letter, connection letter, letter of recommendation and application letter.”

The letter that is classified into trade letter or business letter is written by individual or organization and written as the duty of company or institution.

“Personal business letters are those written by individuals in conducting business or personal nature for example, application for employment, requesting information, connecting of service used for this type of letter, a block style modified received, and so on. A good grade of paper should be modified block style with mixed or open function is suitable.”

2.3.1. Parts of Business Letters



Business letter as an official letter has the same division and format as other official letters. This type of letter consists of many parts that must be paid more attention, each part it has its own function

“ The typical business letter has six parts, in order from top to bottom : heading, inside address, salutation, the letter text (with introduction, body and conclusion), complimentary close and signature.” (Dumant, 1985:120)

While Harcourt (1987:173) said that :

“ Most of letter contain seven standard parts : heading, inside address, salutation, body, complimentary close, signature, and reference initials.”

From the two opinions above, we can seven six parts of letter described in the second opinion which also occur in trade letter. That parts are elaborated specifically as follows :

a. Heading

The first share of a letter that plays an important role is a letter head. In government part and also in other letters or organization the name and institute or company in the letter head is always mentioned. Beside that, letter head also contains complete address of institution, phone number, telex, branch office, the type of business, name banker and its symbol. However sometimes some institutions make simpler writing letter head. It just comprises the information about name of institution, address and city where the institutions are domiciled. Letter head is printed the centre of the to of letter is arranged in such away that it can function as advertisement or can make the letter beautiful.

Beside that, letter head has date and the time of writing. It consists of date, month and year. The month can not be shortened or changed with number. The date location is placed depend on long or short of letter. But generally, it is placed at double-space of return address writing in personal business letters.

If a letter has more than one page, the letter head is used only for the first sheet, and it does not use the letter head for the second sheet. In this case, Yusuf (1992:22) suggested that "the function of letter head are:

1. To know the name and address of an institution
2. As the identity of an institution
3. As the symbol of an institution
4. As the promotion

Example :

Charles Kempster

Furniture Repairer and Restorer

The Old Forge Broad Lane Richmond Surrey R16 3BZ
01-823 7325

b. Inside Address

Inside address includes respecting expression to someone or organization meant. The respecting expressions are Mr., Mrs., Ms., Miss.,

Dr., and opener must be plural. Inside address is placed double-space below the date of letter. Inside address is also placed in left margin.

Example :

President
De Castro String Company
524 Fredericks Street
SAN FRANCISCO
CA 94114

c. Salutation

Salutation is the respecting expression which is placed at the beginning of the letter. Part of salutation are related to the respecting expression in inside address. Salutation usually shows relation between sender and receiver. The form of salutation is singular when the inside address is addressed to individual but salutation form is plural when the inside address is intended for organization or more than one receiver.

Salutation is placed in the left side and double-space below the inside address.

Example :

Singular form :

- Dear Sir,
- Dear Madam,
- Dear Mr. Jameson,

Plural form :

- Dear Sirs,
- Dear Mesdames,

d. Body

This part represents the body of letter truthfully. The contents of letter about something are advised, opened, expressed, asked, or desired by sender to receiver of letter. Therefore, sender must be sure to use real and precise language.

In writing a letter, it is started with double-space below salutation and it use one space in a paragraph and use double-space inter paragraph. The use of paragraph form depends on the letter form that is chosen. Generally, the first and the last paragraph are briefer than others.

e. Complimentary Close.

Complimentary Close is a phrase that is used to conclude a writing communication which is started by salutation. The function of complimentary close is to show the respect and friendliness of sender to letter receiver. Complimentary close is followed by comma, and use the capital letter in the beginning of word. Complimentary close is written by double-space after last-line of letter side and before sender signature.

Example :

- Yours truly,
- Truly yours,
- Sincerely,
- Sincerely yours,

f. Signature

A formal letter or business letter is held true if it is signed by official functionary. The signature block of English letter consists of name and position only. The name is placed three or five spaces below complimentary close and sender signs the letter between sender name and complimentary close. The position of job is placed under sender's name.

Example :

Sincerely Yours,

(William S. Carsums)

g. Reference Initial

Initial is abbreviation of name or the first letter of letter compiler and the letter typist. If letter concept is compiled and signed by same person the letter uses the initial same. If initial of letter concept compiler is used, initial is separated by slash mark with the letter typist. Initial letter of concept compiler should be written by capital letter, and initial letter of typist should be written by lower letter.

Initial is placed double-space under sender position of letter.

Example :

- JS / rt

- MRL / bm

h. Enclosure Line (Enc)

Enclosure is usually placed under initial. If there is an enclosure, letter shouldn't be used in that enclosure. However if there are more than one enclosures, the enclosure should be mentioned one by one.

Example :

Enc (s):

1. Three original manuscripts.
2. Two photographs 4 x 6

i. Carbon Copies (Cc)

Carbon copy is used if the content of letter should be sent by sender to other sides that are related to the letter.

The function of carbon copy is to advise that the letter is also sent to other sides.

Example :

Cc : Mr. Clayton, Credit Department.

2.3.2. *Form of Business Letter*

The form of business letter is the most important part of official letter, because the form of letter can give the impression to readers about the content of the letter. The form of business letter can be differentiated by many aspects which is given by some experts :

“The convention of letter writing concern format, form, letter parts, and general structure the elements of the government of the appearance and organization of letter.” (Duman, 1985:20)

While according to Harcourt (1987:173)

“The appearance of a letter depends on the part of a letter, the function, the punctuation, the letter format and the stationary used.”

Those opinions are supported by Charles T. Bruslaw (1982: 13):

“The two most common formats of business letter are the full block style and modified block style. The full block style, though easier to type because every line begins at left margin, is suitable only with letter head stationary. In modified block style the return address, the date and the complimentary closing are all placed just to the right of center of the page, and the other elements are aligned at the left margins.

Based on those opinions, we can see that some forms of English business letter are determined by format and the part of letters.

Generally in a official letter, letter form occupies on important role. There are two cases to make business letter. They are : Function, and letter format. They are elaborated as follows :

a. Punctuation

The use of punctuation in the letter is known by mixed punctuation which is marked by colon after salutation and the use of comma after complimentary close. Beside that, mixed punctuation does not have final punctuation of inside address.

On the other hand, punctuation mark is asked by Podis (1984:329)

“Punctuation following the salutation and the closing is optimal. If it is included (a colon following the salutation in formal letters, other wise, a comma; a comma following the closing), the style is mixed. Open style means the opening colon (or comma) and the closing comma have been omitted.”

Based on the above statement, it can be concluded that official letter or business letter has two types namely open punctuation and mixed punctuation where it does not use punctuation mark.

b. Official Letter Format

Another thing that also determined the form of business letter is letter format. Letter format is proposed by Harcourt (1987).

“Generally, English official letter format can be classified in three kinds : Black Format, Modified Format, and AMS Simplified Letter.” (Harcourt, 1987:80)

To clarify more about the format of official letter, writer presents the definition given by Dumont (1985:125)

“Format is mechanical arrangement of word on the page : Indention, margin, spacing, type face, heading, page numbering, and division of report section. Format determines the physical appearance of the letter or report.”

According to opinion above, it is clear that the letter format in correspondence is concerning with he physical form. There are three common format forms in official letter. They are block format, modified block, and AMS simplified block.

“In the block style. The date, complimentary close, and signature are also typed flush left.” (Podis, 1984:324)

The same opinion that is given by Dumont (1985:125) :

“Every line in the full block format begins at the left margin. Although some writers object to lopsided appearance of this format. It is popular especially for volume typing, because it eliminate the need to tab and center.”

Those opinions are showing the similarity in using the date, address and sender signature of block format letter form which are placed on the left margin of letter.

Modified block is a model of official letter which is a little different from model block. Concerning with modified block style, the writer gives two opinions about this format. According to Harcourt (1987:122)

“ The date complimentary closed and signature block beginning at horizontal center of the page in the modified block format. With the modified block format, paragraphs are not indented the date, complimentary closed, and signature are aligned slightly past the center of the page.”

From both opinions. It can be concluded that special characteristic which differentiate between block style and modified block style is located in intersection of letter date, complimentary close and sender signature.

While, model of AMS Simplified block is given by Harcourt (1987:180)

“The AMS Simplified is modern, efficient letter format developed by the administrative management society. The AMS Simplified Letter eliminate the use of salutation and complimentary close.”

In line with congeniality mentioned above, Dumont (1985) says that :

“The AMS Simplified format is full block out is eliminates the salutations and complimentary close, using instead a subject line. Ideally the first sentence to include the reader’s name.”

Based on the opinions above, it’s apparent that basically AMS Simplified Block Style is the same as Block Format. The difference is only in salutation and complimentary close negated.

2.4. Application Letter

“Application Letter is the request letter that is made by someone who needs a job or occupation.” (Yusuf, 1992:134)

While according to Gartside (1974:340) :

“A letter of application of a job is in every sensia sales letter. It is a letter in which you try to sell yourself, your qualifications, your training, and your experience.”

From both opinions above, the writer thinks that, basically application letter is a letter which contains skill possessive by consignor. The objective of skill and expertise are to draw attention from the application letter reader. Here, it can involve two slides which do not show a relation between sender and receiver of letter.

Application letter as a letter is sent by work applicant. The applicant hopes to get response from the letter they sent to get a job.

As we know that, basically a letter can become the delegation at a company or somebody and it is not rarely assumed as a mirror from sender mentality or assumed as mirror to organizational internal condition. Therefore, an applicant must take care and seriously write an application letter in order that it does not arise the unfavorable impression. Therefore the applicant should comprehend how important

application letter is in compiling a better application letter to get good reaction as expected by the applicant.

The application letter also has the same function with promotion or selling letter.

“The job search is a type of sales letter, instead of selling a product or a service you are selling yourself in a quiet yet forceful manner.” (Sigband, 1986:532)

Apparently that the application letter as a sales letter tries to sell something that is not a result of production or service but the application letter tries to sell the own picture of sender. Therefore the application letter is needed to produce good letter.

In writing the application letter, there are many things which must be paid attention to. They are: the impression which can arise after the letter has been read by recipient. The impression of readers about the application letter (good or bad) not only caused by letter content, but also the letter appearance aspects. Therefore, the application letter has to be typed clearly and carefully in good paper with correct formation that is suitable for qualification of other official letters. It is intended to make a satisfying impression.

Another important thing in writing the application letter is the attitude to emphasize the reader's aspect. It means that although the sender writes a letter, he will imagine himself as the reader, so the senders can value their letter whether it has been has good and genuine to be sent and also fulfill the intention of what will be written.

One way to make letter clear to the reader is to choose correct words that really reflect what the sender's mean. The arrangement of words, sentence and paragraph in regular and fair sequence indicate that the content of the letter is clear.

Beside that, another requirement which also has to be paid attention in writing the application letter is that the letters have to be accurate, direct, and short, on time, etc. This is supported by Podis (1984:340) :

"In writing the job application (or coper) letter, be sure to apply the various principle of effective business writing that we have already examined. The coper letter should be accurate, direct, concise, timely and persuasive."

2.4.1. The Type of Application Letter

The application letter can be differentiated into two types; those are solicited and unsolicited. The first type of letter is the application letter that is made from source of application; likes announcement or advertisement. The second one is the type of application letter that is made without information.

"Application Letters are either solicited and unsolicited. The solicited letter is sent in response to a help wanted advertisement; the unsolicited is sent on your own initiative." (Janis, 1973:198)

To clarify the type of application letter, the writer adapts another idea that is proposed by Sigband (1986:532)

“There are two types of application : The solicited letter in which you are replying to and advertisement or an announcement by a firm, government agency, institution, and the unsolicited letter in which you send and inquiry to one or more firms, asking about job opening and requesting and interview.”

The two types of application letters above have strength and weaknesses after reading the advertisement of the announcement. The weakness is that there are many applicants who compete to get job.

On the other hand, if the application letter is made without based on previous information, perhaps there was not be any competitors. The weakness that is very likely that the applicant is refused because the job applied is not available.

In fact, special target in writing the application letter is to push the entrepreneur or employer to read the application letter and skill summary that finally give an opportunity to the applicant to follow the interview.

2.4.2. The Parts of Application Letter

in following, the writer presents some opinions about the parts of application letter. Harcourt (1987:447) divides letter into three parts:

“There are three major parts to the well designed application letter. An opening which gets favorable attention, a summary of qualification which is related to job requirements, and a request for an interview.”

Meanwhile James (1973:199) divides the formation of application letter into four parts:

“The structure of application letter follow a functional pattern (1) attracts attention, (2) describes your qualification, (3) settles any anticipated doubts and (4) ask for interview.”

The two statements above show that on application letter includes : First, how to awaken the reader fascination to the application letter. Second, the clarification about applicant skill. Third, the effort to get the opportunity to follow the interview.

The most important thing of the application letter depends on model and letter appearance. Therefore, its form determines the successfulness of the application letter.

On the other hand, the content of application letter can be divided into four parts as opened by Dumont (1985:572-573) : “Introduction, Body, Conclusion, and Revision”. They are elaborated as follows :

a. Introduction

Introduce yourself and create a confident tone by directly starting your reason for writing. Mention the specific job title and remember that you are talking to someone.

b. Body

Concentrate on qualification, skill and attitudes you can bring to the job. Explain the experience especially to the job which you are applying.

c. Conclusion

Restate the interest in the job, emphasize the flexibility and willingness to restrain (in necessary), and review briefly other important personal qualities.

d. Revision

The letter must be first effort, when you are sure that the letter has high quality content, an appropriate tone, and an impeccable format, if you steel, revise it again.

The third part which must be given attention to make a application letter is an effort to get the opportunity to follow the interview. This matter is very important because it gives an opportunity to the applicant to explain themselves directly to the interviewer. Regarding the interview, Sigband (1986:535) says that :

“Your request for an interview should be emphatic and positive, and should clearly state that you want the interview so that you can tell the prospective employer about your attributes in greater detail than appear in letter and resume.”

2.4.3. Resume

Briefly, resume is a personal data sheet as Steward (1987:562) said :

"A resume, sometimes called a data sheet. It is an outline or summary of a job applicant's background and qualification for job." (Stewart, 1987)

The information which is presented in resume can be classified into six parts (Reinking, 1986:344). They are:

1. Personal information
2. Employment objective
3. Education
4. Employment experience
5. Personal and professional interest
6. Reference

However Stewart (1987:564) arranges the resume format in four parts namely only : (1) Work experience, (2) Education, (3) Personal Information, (4) Reference.

The explanation which is presented in resume may not be invented. Although the educational background and job experience are important, but an entrepreneur also wishes the worker to be responsible, adaptable, honest and full of initiative, etc. The parts of resume which are arranged completely and the real correct of application letter can be seen at the enclosure (at the end of this thesis).

Chapter III

METHODOLOGY

3.1. Population and Sample

In this research the population is Briton English Education for Job Hunting students that consists of 100 students.

The sample of 15 students of Briton English Education for Job Hunting especially Fluency class. The writer uses random sampling technique to select the sample from 100 students as population.

3.2. Technique of Collecting Data

To get the data needed. The writer uses:

3.2.1. *Library Research*

In Library Research, writer gets theories and information by reading some books, thesis and other books that are related to the problem that are discussed.

3.2.2. *Field Research*

Field Research is an effort to get data by directly observing object. In this case the writer does research in Briton English Education for Job Hunting students by giving them a test.

The method used in analyzing the data is descriptive method. The students are asked to write the Application Letter based on the instructions given.

3.2.3. Technique of Analyzing Data

In analyzing data, the writer does some steps, such as:

- (1) To clarify the collected data as they are needed.
- (2) To analyze the data using descriptive analyzing.
- (3) To percentage the data then put them into table.

Chapter IV

PRESENTATION AND ANALYSIS OF DATA



This chapter contains of the presentation and analysis of data taken Briton English Education students especially for the ones made by Fluency class students.

The data in this research are common errors made by respondents to make application letter. Some errors are the errors related to:

- a. The common errors in syntax.
- b. The common errors that are related to application letter format.

4.1. The Presentation of Data

4.1.1. Common Errors in syntax

Common errors in this part are divided into: The use of tenses, noun, verb, adjective and preposition.

(1) Error in using Tenses

Errors	Correction
1. ... I'm single and I'm pass graduated from <u>in</u> Senior High School.	1. ... I'm single and I graduated from Senior High School.

2. I am 22 years old and <u>graduating</u> from Telecommunication Technical from.	2. I am 22 years old and <u>graduated</u> from Telecommunication.
---	---

(2) Error in using noun

Errors	Correction
1. I assure you that a high level of efficiency would be applied to any <u>assignment</u> given to me.	1. I assure you that a high level of efficiency would be applied to any <u>assignments</u> given to me.
2. <u>And</u> make <u>my self</u> available for an interview	2. <u>To</u> make <u>myself</u> available for an interview
3. I have seen your advertisement. And <u>I</u> wish to apply for the post.	3. I have seen your advertisement.... and wish to apply for the post.
4. I am twenty years old and have completed my <u>studies</u> in University of Muslim Indonesia.	4. I am twenty years old and have completed my <u>study</u> in University of Muslim Indonesia.
5. ... For coordinator/supervisor. <u>And</u> I wish to <u>appy</u> for the post.	5. for coordinator/supervisor <u>and</u> wish to <u>apply</u> for the post.

<p>6. I send my application with <u>enclosure</u> :</p>	<p>6. I send my application with <u>some enclosures</u> :</p>
<p>7. I am 22 years old and <u>a</u> graduated from <u>High School</u>, SMU IMMIM Makassar .</p>	<p>7. I am 22 years old and graduated from Senior High School.</p>
<p>8. that you need some <u>personal</u> who <u>is</u> qualifications at least 5 years experience.....</p>	<p>8. that you need some <u>people</u> who have qualifications at least 5 years experience.....</p>
<p>9. Accounting graduate Economic Faculty, Moeslem University.</p>	<p>9. Graduated from Accounting Economic Faculty of Moslem University of Indonesia.</p>

Note :

2. Number two shows that there are two errors in this sentence namely the mistake of noun and the use of conjunction at the beginning of the sentence.
3. The error of using noun and diction.
6. There are two errors in this sentence namely the mistake of noun and the use of conjunction at the beginning of the sentence.

(3) Error in using verb

Errors	Correction
1. I <u>enclosed</u> my CV, photo, a copy of the result of my study.	1. I enclose my CV, photo, a copy of the result of my study.
2. I <u>have enclosed</u> some documents,	2. I <u>enclose</u> some documents,

(4) Error in using adjective

Errors	Correction
1. I am 23 years old, <u>get married not yet</u> and finished my last education on Atmajaya University Economic Faculty.	1. I am 23 years old, <u>single and</u> graduated from Economic Faculty of Atmajaya University.

Note :

1. Number one shows two errors which is the using of noun error and the use of diction.

(5) Error in using preposition

Errors	Correction
1. Attention to your advertisement in Fajar 5 of May 2004 <u>in</u> Fajar	1. Attention to your advertisement in Fajar <u>on</u> 5 May 2004
2. I was very interested to read your advertisement <u>in</u> 5 th May edition of the Daily Kompas for.....	2. I was very interested to read your advertisement <u>on</u> 5 th of May edition of the Daily Kompas for.....
3. I have finished my study at Electrical Department of Engineering Faculty <u>and</u> <u>graduated</u> <u>on</u> March this year.	3. I have graduated my study at Electrical Department of Engineering Faculty <u>in</u> March this year.

Note :

4. There are two errors in this sentence namely the mistake of prepositions and the use of nouns.

4.1.2. The Common Errors in Application Letter Format

The errors in this part are divided into some parts, which are: Error of Inside Address and Return Address writing; Error of Salutation writing; Error of Summary of Qualification; Error of interview request; and error of placing of sender signature.

(1) Error of Inside Address

Errors of Inside Address

a. Attn: RECRUIMENT DEPARTMENT

P.O BOX 8055 JKSTB

Jakarta 12810 A

b. RECRUITMENT DEPARTEMENT

PO. BOX 8055 – Jakarta 12810 A

c. To:

General Manager

PO BOX 3787

JKP 12920

d. RECRUITMENT DEPARTMENT

P.O BOX 8055 JKSTB

Jakarta 12810 A

e. Team Recruitment

PT. Nandos Pangan IND

Jl. Pangeran Antasari. Komp Executive Paradise E 10 Jakarta Selatan

Correction of Inside Address

• RECRUITMENT DEPARTMENT

PO BOX 8055 JKSTB

Jakarta 12810 A

• PT. NANDOS PANGAN IND.

Jl. Pangeran Antasari, Komp. Executive Paradise E 10

Jakarta Selatan

(2) Error of Return Address

Errors	Corrections
a. A. MANGERANGI STREET NO. 28 MAKASSAR 90223 HP: 0815 251 5573	a. JL. A. MANGERANGI NO. 28 MAKASSAR 90223 HP: 0815 251 5573

b. Aspol Toddopuli Blok E No. 9
 SUL SEL
 08124115755
www.Citra_Maniezt@Lovemail.com

b. Jl. Aspol Toddopuli Blok E
 No. 9
 Makassar
 South Sulawesi
 08124115755
www.Citra_Maniezt@Lovemail.com

d. ASHARI AHSAN
 Ramsis Unhas Rt 2H, No 102
 Makassar 90245, South Sulawesi
 Phone No.: (0411) 5058152
 Hp No: 081342426730

d. Ramsis Unhas RT. 2H No. 102
 Makassar 90245, South
 Sulawesi
 Phone: - 0411-5058152
 - 081342426730

(3) Error of Salutation and Complimentary Close

Error of Salutation	Error of Complimentary close	Corrections
1. Dear Sir / Madam,	1. Sincerely yours,	1. Dear Sir/Madam, Yours faithfully,
2. Dear Sir	2. Faithfully yours	2. Dear Sir, Yours faithfully,

3. Dear Sir.	3. Faithfully yours	3. Dear Sir, Yours faithfully,
4. Dear Sir	4. Sincerely your	4. Dear Sir, Yours faithfully,
5. Dear general Manager,	5. Sincerely yours,	5. Dear Manager, Yours faithfully,
6. Mr. Big Dear Sir,	6. Faithfully Yours.	6. Dear Mr. Big, Yours sincerely,
7. Mr. Brown Dear Sir,	7. Faithfully Yours.	6. Dear Mr. Brown, Yours sincerely,

(4) Error of Summary of Qualifications

Errors
<p>1. I was graduated from Industrial Technology Faculty, Technic and Industrial management of Moslem University of Indonesia.</p> <p>I have experience as Marketing Representative of Niaga Bank Makassar and as Financial Officer of AIG LIPPO.</p>

2. I am writing to enquire whether you have a vacancy in your company that I might usefully fill.

Name : Nurarief

Age : 20 year

Status : Single

Last Education : Accounting graduate Economic Faculty,
Moeslem University

Work Expect : Management Training

Jab Training : -

Enclosure : Certificate Workshop on basic Accounting 2002
Certificate English Course, Briton English
Education 2004

3. I am 28 years old, still single, and I have passed my Degree in Public Relation of Hasanuddin University.

I have experience in training field because I have worked in JICA-HRDLG Project (Japan International Cooperation Agency-Human Resources Development for Local Governance Project) for 2 (two) years. This project is aimed at to improve the capacity of civil servants through training courses, workshops, or seminars.

I have enclosed some documents, which are:

- Recent photograph 4 x 6 (2 pieces)

- Academic records
- Other supported documents

Correction of Summary of Qualifications

1. I graduated from Industrial Technology Faculty, majoring in Industrial Technology Management of Moslem University of Indonesia. I have experience as a Marketing Representative in NIAGA Bank Makassar and as Financial Officer in AIG LIPPO.
2. I am 20 years old. I graduated from Accounting Economic of Moslem University. I am good at English both Writing and Speaking. I have joined some trainings and workshop on basic Accounting. I am able to work under pressure. I feel that you have an exciting teamwork that would be a pleasure to work with. I am an energetic man, strong analytical, presentation skill and I am willing to be stationed in every place in Indonesia. For further information you can see my curriculum vitae enclosed.
3. I am 28 years old and graduated from Master Degree in Public Relation of Hasanuddin University. I am at good in English both writing and speaking.
Please consider my application for Management Trainee position at your company. I have worked in JICA-HRDLG Project (Japan International Cooperation Agency-Human Resources Development for

Local Governance Project) for 2 (two) years that aimed to improve the capacity of civil servants through training courses, workshops, or seminars. Mr., Manager of JICA-HRDLG where I have worked will give you information about me if you need it.

(5) Error of a request of Interview

Errors

1. And make my self available for an interview where we can discuss how I could serve your company.
2. I hope to be considered to put me on your interview list and a test at your convenience.
3. I shall be pleased to provide any further information you may need and hope I may be given the opportunity of an interview.
4. I hope I may be granted an interview, when I can explain my qualifications more fully.
5. I look forward to meeting you soon in an interview.

Correction a Request of Interview

- At your convenience, I would like to have a personal interview with you. You can reach me at the

- May I have an interview so that we can discuss in great detail about my education, experience, and other qualification for the position.

I can be reached

- I would appreciate an opportunity to meet you so that I can explain more completely about my experience, education, ability to work hard and take responsibility all quality me for job. Please call me or write

- I look forward eagerly to having a formal interview with you. I am sure you have questions. In turn I want to add the details you will find on the attached resume. Please let me know when it will be convenient for us to meet. I can be reached at

- I can be reached at 555-8700, Extension 34, between 3 and 5:30 p.m. any weekday. I would be pleased to come to your office at your convenience.

- I am available at any time for an interview and to commence work. My phone number is in my resume.

(6) Error of diction

Errors	Corrections
a. At present, though I have no work experience, I am prepared	a. Although I do not have work experience but I prepare to do

to do any kind of work suitable with my educational background and qualification.

- b. - Copied Identity Card
- Copied Graduated From Hasanuddin University Certificate
- Copied Graduated From Shorai School of Japanese Language Certificate.
- c. I am 23 years old, get married not yet and finished my last Education on Atmajaya University.
- d. I send you my equipment letter as consideration.
- e. I would like to work in your company, and as a value judgment, I explain you my data.

some kinds of work suitable with my educational background and qualification

- b. - Copy of identity card
- Copy of certificate of graduated from Hasanuddin University.
- Copy of certificate from Shorai School of Japanese Language.
- c., single, and graduated from Economic Faculty of Atmajaya University.
- d. Please consider my application.
- e. I would like to work in your company and I believe that my education and experience qualify me for the position.

4.2. The Analysis of Data

4.2.1. Common Errors in Syntax

(1) *Error in using tenses*

The use of tenses is found in part 4.1.1 (1). There are many sentences that are not correct where that sentence use to be (*am*) before word '*pass*' and verb with past tense to express an activity that has been done. It can make incompatible formation of simple past tense sentence (S + V_{II} + O). This sentence should be written in simple past tense '*end with -ed*' and it should not use to be '*am*'.

Other mistake is the use of gerund in '*graduating*'. That sentence should use simple past tense because it described an event that happened in the past.

(2) *Error in using noun*

This error is found in part 4.1.1 (2). In sentence 1, and 7, nouns are used in singular that can cause wrong sentences. They must be written in plural. Sentence 1 is written '*any assignment given to me*'. It should be written in plural '*any assignments given to me*' because he or she has used '*any*' before '*assignment*'. Than sentence 7 is written '*with enclosure: a, b, c...*' it should be written in plural '*with some enclosures: a, b, c, ...*' because there are many enclosures in that application letter. While sentence 5 is written '*my studies in University of Muslim Indonesia*'

studies in that sentence should be written in singular because he or she only graduated from one university. Therefore the sentence should be written '*my study in University of Muslim Indonesia*'.

In sentence 2, students used conjunction '*and*' in the first sentence in '*And make my self available*'. Conjunction '*and*' must be used to connect ideas that are related between one clause to another. It should be changed using infinitive '*to*' in '*To make myself available*'.

Sentence 4 and 6 used repetition of noun; he or she used the same words in one sentence. Sentence 4 is written '*I have seen your advertisement... and I wish apply for the post*', she or he used repetition of subject in one sentence. The second subject should be deleted '*I have seen your advertisement ... and wish apply for the post*'. While sentence 6 is written '*... for coordinator/supervisor. And I wish to apply for the post*'. In this sentence full stop should not been used before conjunction '*and*', subject '*I*' should have not been repeated in one sentence because it has been written at the beginning of the sentence.

'And' express the general idea of 'addition'

1. An example of 'and' used to express 'addition':

Jane received two letters and a postcard

2. 'And' can also have more particular meanings of:

a. Time ('and then')

e.g.: She washed and wiped the dishes

(*'She washed the dishes and then wiped them'*)

He felt in his pocket and pulled out a key

b. Reason ('and so')

e.g. : It rained hard, and we all got wet

(='.....and so we all got wet')

c. Condition (if)

e.g. : You scratch my back, and I'll scratch yours.

(A saying which means 'If you help me, I'll help you')

In sentence 8 an article 'a' before '*graduated*' should have not been written because it is not necessary to use it. Without that article students can understand what the sender wants. Then sentence 9 and 10 used the error of diction. Sentence 9 is written '*...that you need some personal who is qualifications ...*' it should have been written '*...that you need some people who have qualifications...*'. Sentence 10 is written '*Accounting graduate Economic Faculty, Moeslem University*'. This sentence used word order, it should be written in '*Graduated from Accounting Economic Faculty of Moslem University of Indonesia*'.

(3) Error in using verb

The use of verb error can be seen in part 4.1.1 (3). Sentence 1 '*I enclosed my CV, photo, a copy of the result of my study*' is wrong because the students used Verb II in simple past tense while the sentence needed Verb I in simple present tense. Therefore the sentence is not conform with its aim. That sentence should have used simple present tense

(S+V₁+O) *'I enclose my CV, photo, a copy of the result of my study'* because the sender enclosed his or her application letter when he or she write the letter.

Sentence 2 *'I have enclosed some documents'* is also wrong because the student used have + V₃ in simple present perfect tense while the sentence needed V₁ in Simple Present Tense. The sentence means that he or she have enclosed some documents before she or he write the letter, but actually he or she has already enclosed it. Some documents are enclosed together with the application letter. So he or she should be written in simple present tense (S+V₁+O) *'I enclose some documents'*.

These errors happened because the students still have lack of knowledge about the use of tenses and to be, so they do not understand when they have to use that tenses and to be (am, is, are).

(4) Error in using adjective

The use of adjective error is found in part 4.1.1 (4). In this part there are three types of errors, those are the use of adjective, preposition and the use of diction. This sentence is written *'I am 23 years old, get married not yet and finished my last education on Atmajaya University Economic Faculty'*. Here the applicant meant that she or he is still single and has finished his or her university. Than the use of diction of his or her faculty and university is not suitable in that sentence. The last mistake is the use of preposition that the applicant used preposition 'on'

for the name of University. Preposition 'on' is used for name of place or the date. For example preposition 'on' for name of place: on the floor, on the wall, on the table. Beside that the example of preposition for the date: on 14 March, on Wednesday, on Christmas. The students have to change the preposition 'on' with the correct preposition. The sentence should be written '*I am 23 years old, single and graduated from Economic Faculty of Atmajaya University*'.

(5) Error in using preposition

The use of preposition error is found in part 4.1.1 (5). In sentence 2,3, and 4, many students made preposition error before writing the time. Sentence 2 has two errors that is the use of preposition error '*5 of May 2004*' and in that sentence there are two same words '*in Fajar*'. He or she placed preposition '*at*' between date and month, it should be used '*on*' before date and month. So the sentence should be written in '*... in Fajar on 5 May 2004*'. In sentence 3, the use of preposition error '*...in 5th May edition*', in which '*in*' should be changed with '*on*' '*... on 5th May edition*'. In sentence 4, it is written '*... on March this year*'. Preposition '*on*' should be replaced by '*in*' for longer period time (for example: months/years/seasons). There for the sentence should be written '*... in March this year*'.

Commonly, the use preposition errors are caused by the transfer as students way of Indonesian thinking to English. Some prepositions in

Indonesia language have same meaning, so there are many students uses preposition according to the meaning of sentence.

4.2.2. The Common Errors in Application Letter Format

(1) Errors of Inside Address

Errors of Inside Address are in a, b, c, d, e and f. in part 4.1.1 (1). Error in part a is caused by written of 'Attn' in the first sentence. Part c also has the same error. In the first of inside address the applicant use 'to'. These errors are caused by influence of inside address writing in Indonesian letter '*kepada*'. Part b has the writing of City and Zip error; the applicant writes the address continued with city and zip. The City and Zip must be written after or under the address and put in new line. It is also happened in part e where address and the name of city are written in the same line. The name of City has to written in new line under address. The other error is found in part d where the applicant underlined the City and Zip 'Jakarta 12810 A'. The applicant should not write the city and zip by underlining it, because it does not have a special meaning.

These errors are caused by the lack of knowledge and the respondents do not often practice how to write inside address in English format letters.

This is the form of Inside Address: Four to six spaces below the heading and 1 ½ inches from applicant left margin, is the letter's

Inside Address.

Name and Title of reader (and position)	Dr. Marsha Mello, Dean
Company Name	Western University
Street Address (if applicable)	Muncie, Indian, 13461
City, State (if applicable)	
City, State, Zip Code.	

(2) Error of Return Address

In return address is another part of error that is made by many applicants. They wrote return address only and they did not write their return address. They have to write return address before writing inside address. There are 11 of 15 respondents who make this error. Another error that is made by respondents that is they include the name of applicant in return address of application letter. The use of word 'street' is not needed but the applicant still use the language where the applicant is living.

Other errors included in application letters are the use of capital letters but in fact writing capital letters are not needed in return address of application letters. Then to write the name of country cannot be shorten.

The errors in writing of return address are caused by the lack of skill the respondents rarely write English application letters.

(3) *Error of Salutation and Complimentary Close*

The main errors in salutation and complimentary close of application letters are many applicants cannot reconcile between salutation and complimentary close. For instance, the applicant used 'Dear Sir/Madam' in salutation and used 'Sincerely yours' in complimentary close. It is wrong because that sentences are not reconcile each other. If the applicant use 'Dear Sir/Madam' salutation means he does not know to whom he says the letter. In this case the applicant has to use 'Yours faithfully' in complimentary close.

On the other hand if the applicant knows the name of the receiver, the applicant have to use 'Yours sincerely' in complimentary close. For instance the applicants use 'Mr. Big' in salutation, so they have to used 'Yours sincerely' in complimentary close.

The other error in salutation and complimentary close of application letters are the use of comma and full stop. Some applicants did not use comma after salutation and complimentary close, and some of the applicants used full stop after their salutation and complimentary close. The applicants have to use comma after salutation and complimentary close 'Dear Sir,' and 'Yours faithfully'.

The complimentary close comes at the end of the letter. It usually consists of two words only: Yours faithfully, Yours truly, and Yours sincerely which are commonly used. Only the first word, Yours, has a

capital letter. In case where the salutation has been written Dear to allow the signatory to the letter to write a personal salutation, the complimentary close can be left out so that a more personal 'close' can be written in by the signatory before the letter is signed. This personal close would require extra space to be left and should be followed by the remainder of the signature block.

Dear Sir/Madam/Manager Yours faithfully

Dear Mrs. Taylor Yours sincerely

The complimentary close is always followed by comma.

Like salutation, complimentary close has many variations according to formality degree. The most formal one is '*very truly yours*'. If salutation uses '*Dear Sir*', the complimentary close that suitable is '*Yours faithfully*'. Than '*Yours sincerely*' is used if the salutation use name '*Dear Mr. Black*', '*Dear Mr. White*' etc.

(4) Error of Summary of Qualification

Some correspondence less precise in presenting information concerning with the applicant's ability. The information is submitted by the applicants is difficult to be understood and not clear. Here, the applicant only presents their certificate from education and job experience obtained, without explaining the applicant's ability. In case of job experience he shall explained the kind of the job experience and how long he experienced that job. The courses also shall be explained in

detail. The applicant should explain the kinds of courses that have been taken. Although the certificates he submitted explain the data to receiver, the application letter should explain the ability possessed by the applicant in clear sentence.

The data summary of qualification in application letter such as name, age and address do not need be mentioned in the content of letter because name and address of applicant have been mentioned in other parts (signature and return address). The use of age will be mentioned at resume of personal data. Resume usually comprises information about age, high, weight and the letter of application consignor status. In the application letter, job experience should be explained more elaborate about their ability.

Regarding education and job experience possessed by the applicants are not marked with division (-), because the applicants are asked to enclose the resume. The division of information between formal education and job experience should be explained in more detail in resume shares enclosed.

Education and job experience of applicants are written in one paragraph only and is related to other paragraph. It has not to be marked with number or line marks. The information of job experience should be written in complete sentence. In order that the information of the job experience in application letter is easy to be understood by reader or receiver and can be evaluated from the language usage.

Errors in this part first are caused by the influence of the application letter in Indonesian language, and the second because of the lack of practice and the students rarely make English Application Letter.

(5) Error of Review of Interview

From the data in 4.1.2. sub unit (5) it seems that none of those sentences signs of request of interview. Those errors are caused by the influence of conclusion in application letter in Indonesian Language and the conclusion in common letters. This is caused the respondents do not know that one important thing in English Application Letter is review of interview. Those influences are shown by the tendency to translate word by word the conclusion in Indonesian letters.

(6) Error of diction

The use of error diction is found in 4.1.2. sub unit (6). Part a, word 'at present' is not suitable in that sentence, but it should be changed by 'although'. Then the use of 'I am prepared to do any kind of work suitable...' is also not suitable, because 'I am prepared' has passive meaning while message or information will be asked is happened now. The use of word 'any' is wrong because that word only use in negative or interrogative sentence.

The diction error in part b shows that the use of word 'copied'. The word should be changed by 'copy'. Another error is the use of

'...graduated from Hasanuddin University certificate', it should be changed by '... certificate of graduated from Hasanuddin University and so on. Sentence c '..... get married not yet' is not suitable because the use of the sentence based on Indonesia Language. It is better if the applicant use '....single'.

The diction error in part d is the applicant does not explain about his or her ability and skill they have. This matter has to be avoided because as an applicant, he or she has to try to be convinced his or her potency to receiver. The applicants have to explain that neither formal knowledge they have nor their work experiences can support them to work as what the enterprise or institution hope.

The errors of diction are caused by the lack of vocabulary that students have and usually students' focus on words that are given in exercises. Beside that, the students are influenced by Indonesia language thinking without think about the function of those words.

CONCLUSION AND SUGGESTIONS

5.1. Conclusion

Referring to the previous chapters that the highest statistic in Syntax part is error in using Noun; there are 9 (nine) categories of Noun error in Application Letter that students write. Then the second grade is the use of preposition error; there are 3 (three) categories in preposition error in students Application Letter. While, the highest grade of the common error in Application Letter Format is Error of Salutation and Complimentary Close; where there are 7 (seven) categories in writing the salutation and Complimentary Close in Application Letter that students made. Then, there are two parts have same errors in the second grade which are Errors of Inside Address and error of a request of Interview. Errors of Inside Address and error of request of interview have 5 (five) categories of errors.

The difficult things in sentences are the difference between singular and plural words. There are many students do not know when they use singular and when they have to use plural words in sentences.

Likewise in the use of preposition on, in, and at have the same meaning 'pada' in Indonesian Language, but the use of the preposition have different function in English Language especially in Application Letter.

These cases show that commonly, neither the common error in Syntax nor the common errors in Application Letter Form are caused by the influence of Indonesian Language as the language that is dominated by students. Another case is the tendency of students to transfer Indonesian Language idea to English Language word by word. Then the important things that make the students make some errors are the lack of knowledge they have and the lack of exercises to make English Application Letters.

The best ways to decrease syntax errors are study hard about English grammar and study about the function of words that have same meaning but other function. While, the best ways to decrease the common error in Application Letter Forms are study carefully how to write the English Application Letter well and more practice to make the English Application Letter.

5.2. Suggestions

Based on the conclusion content and the objective of this research, so the writer suggests many suggestions:

- Interference of Indonesian Language can be decreased with study hard about English Language as foreign language. It can be done by the guidance of the lecturers especially for English Lecturers.

- Writing of English Application Letter problems need the special handling neither from the content aspects nor the formal aspects. Therefore, the writer suggests that The English Application Letter problem is studied separately from other letters.

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