

BAB II

THEORITICAL REVIEW

A. Writing

1. Definition of Writing

Writing is one skill of language, like an athletic skill which comes more naturally to some people. Practice is necessity. Writing is important to express the idea without sound. However, students can illustrate desire by writing. In writing, people learn the way to communicate with the other people when people are not around. According to Ramelan (1992:14) writing is an important tool for communicating ideas that is used of written or printed symbol, as found in books, newspaper, magazines and letters.

In line with this statement, Tarigan (1994:3-4) states that writing is a language skill which is used to communicate with other people indirectly, so, it does not need face to face interaction. Writing is an activity which is productive and expressive and also cannot be mastered without practice.

Based on the previous definitions, it can be concluded that writing is an expression of language in the form of letters, symbol or words which has main purpose to do indirectly communication.

2. Type of writing

Basically, different types of writing are required for different purposes. They can be in the form of short sentence, stories, novels, and editorial. The various form of writing above, as regard to their

sentence organization generally can be divided into three kinds: narration, description, and exposition. The narrative tells a story, the description provides accurate details and appeals to the sense, the expository explain how to do something or inform the reader about something.

On the other hand T. Hedge in Herlinawati (2011) divided the type of writing into five categories:

1. Study writing is also for oneself and may never be shown to others.
2. Public writing is writing as member of the general public to organizations or institutions, so that there are certain conventions to keep to in the writing.
3. Creative writing can include poems, stories, rhymes, drama all types of writing which again are mainly for one but which may be shared with others.
4. Social writing is a category which includes all the writing that establishes and maintains social relationships with family and friend that is personal letter and invitations.
5. Instructional writing relates to professional roles and is needed by business, executives, teachers, engineers, and students in these and other fields.

Based on type of writing above, application letter is one of the social writing, because application letter establishes and maintains social relationships with other people.

3. The Purpose of Writing

In writing activity there must be some purposes that want to be achieved by the students. Morsey in Tarigan (1994:4) states that writing is used by the educated people to record, ensure, report also persuade. Those purposes can be reached only by people who can organize their thought well and able to express it clearly, while, the clarity depends on thought, organization, word use, and the structure of sentence. In every writing activity must be has purposes. The purposes of writing which are summarized by Hugo in Tarigan (1994:24) as follow:

a. Assignment purpose

The assignment purpose actually has no purpose. Since, the writer starts writing something when she/he is asked to write by someone does not by her/his willingness. The example such as when students are asked to summarize a book by their teacher.

b. Altruistic Purpose

The writer has a purpose to amuse the readers, to avoid or reduce the readers' sadness. Helping the readers to understand and comprehend their feeling and their logic. The writer wants to make the readers' live much easier through his writing.

c. Persuasive Purpose

It has purpose to ensure the readers about the truth of the ideas given.

d. Informational Purpose

The purpose is to give the information and also explanation to the readers.

e. Self-Expressive Purpose

This purpose is to introduce the writer to the readers.

f. Creative Purpose

This purpose has close relation with self-expressive purpose. However, it tends to get the artistic values.

g. Problem-solving Purpose

In this purpose, the writer wants to solve problem faced. He wants to explain and observe carefully about his thought in order to it can be understood and accepted by the readers.

Based on the purpose of writing above, application letter have the informational purpose. Because application letter give the , information and also explanation about the writer.

4. The Element of Writing

There are some elements of writing according to Nurgiantoro (2010:441). Those Elements are:

a. Content

Content means the paragraph which is written by the writers. It should be clear for the readers.

b. Organization

Organization means the arrangement of the paragraph. The writers should concern each paragraph in order to make their writing well organized.

c. Grammar

The good language depends on the grammar. A good grammar can be seen from the correct that is used in each sentences.

d. Vocabulary

The writers should choose appropriate words and combine it into sentence or paragraph.

e. Writing mechanic

Writing mechanic refers to the rule how the students write. The writers should concern the spelling and the punctuation which are used in their writing.

B. Error

1. Definition of Error and Error Analysis

The different system of language could make students make errors and when using target language. There some definition of error. According to S.P Corder, error is both ancient activity and the same time a comparatively anew one (S.P corder, 1981:51). Jeremy Harmer stated that the errors are part of the learner Interlingua that is the version of the language which a learner has at any one stage of

development and which is continually reshaped as he/she aim toward full mastery.(Harmer, 2001:34).

It is important to differentiate between error and mistake. Otherwise, some people are still misunderstanding about definition of them. To clarify between error and mistake, H. Douglas Brown says “ a mistake refers to performance error that is either a random guess or “slip” in that it is failure to utilize a known system correctly. (Brown, 2000:271).

From the definition above the writer concluded that people make mistakes both native and foreign language. The mistake is not result of deficiency in competence but the result of annoying in the process producing speech. In addition, error is deviation from the students' grammar, reflecting from the competence of the students.

According to Brown “the fact that learners do make errors and that errors can be observed, analyzed and classified to reveal something of the system operating within the learner, led to a surge of study of learners' errors, called error analysis”. (Brown, 2000:218)

An error analysis is important to describe what kind of error that the student make, to know the cause of the error and how the students can learn from their mistake and correct in their writing. Because of every student will not make the same error when they study. The teacher must be able to analysis the error, because from that, the teacher be able to correct the method while she teaching.

2. Source of Error

There are some sources of error in learning English. Tarigan (1995:85) divides types of error into two types as follow:

a. Inter-lingual error

The source of error caused by the influence of the learners' mother tongue is called inter-lingual transfer. it commonly happens in the beginning stages of learning second language are unsteady, while the only system on the learner head is the previous experience in the learner native language.

b. Intra-lingual error

This error is caused by the target language system itself makes a problem for the learner. In that stage the learner effect to create the language based on their language production as complete knowledge of the language system is still beyond their capacities.

3. Type of error

In classifying language error, there are four taxonomies which are important to be considered. There are four taxonomies such as linguistic taxonomy category, the surface taxonomy strategy, the comparative taxonomy, and communicative taxonomy (Tarigan, 1995:145) . The surface taxonomy strategy is used in this research to find out kind of grammatical errors. This strategy is used to show how the surface structure change and to know the structural errors, these are the four kind of error based on the strategy omission, addition, misformation, and misordering (Tarigan, 1995:145)

a. Omission

Omission occurs when the learner omit one of element which can be morpheme or word.

Example: Bona the biggest girl in my class.

(Bona is the biggest girl in my class)

b. Addition

Addition occurs when the students use an item that must not appear in well-formed utterance. There are three types of addition errors as follow:

1) Double Marking

This error is marked by the failure of deleting or avoiding the elements with the same characteristic in utterance.

Example: my nephew doesn't eats candy.

(My nephew doesn't eat candy)

I didn't bought new book.

(I didn't buy new book)

2) Regularizations

Regularization is marked by the error formation in using regular or irregular verb.

Example :comed (came)

Putted (put)

Singed (sang)

3) Simple addition

If the addition error is not belongs to double marking or regularization, so it is called simple addition.

Example : The cats doesn't live in the water.

(The cat don't live in the water)

I stay in here for you.

(I stay here for you)

c. Misformation

Misformation occurs when the students use the wrong form of morpheme or structure. The students do not know the correct form in making the sentences. There are three type of misformationbellow:

1) Regularization

Regularization is marked by the error formation in using regular or irregular form.

★ Example : geeses (geese)

Hisself (himself)

Eated (ate)

2) Archie-form

It is marked by choosing one of adjectives demonstrative temporality in English, such as: this, that, these, and those.

3) Alternative form

Alternative form is marked by using past irregular.

Example : I seen my brother yesterday.

(I saw my brother yesterday)

d. Misordering

This error is marked by false appointment for morpheme in good utterance.

Example: You are all time late.

(You are late all the time)

4. Procedure of error analysis

Error analysis is procedure in the research. There are some steps in error analysis. In Tarigan (1995:170), Ellis explained that Error analysis is working procedure, which is commonly used by the researcher and the language teacher, which includes data collection, error identification, and explanation of error in the sample, classification of errors based on the cause, and evaluation and assessment about the level of error seriousness.

There are some steps of error analysis according to Tarigan (1995:71)

- 1) Collecting Data: it is the data which contain the errors made by the students, for example; the result of the test, students' writing, o students' dialogue.
- 2) Identifying or classifying error: knowing and choosing errors based on language category for example error in spelling, word formation, word fusion, and sentence arrangement.
- 3) Ranking the error: arrange the based on the frequency of occurrence.

- 4) Explaining error: describing the place of error, the cause of error and giving example of the correct ones.
- 5) Predicting the area which is risk by error: predicting the language area which has potency to cause error.
- 6) Correcting the error: correcting the error and if it is possible, elicit the error through compiling the correct material, appropriate hand out, and relevant teaching technique.

C. Application Letter

1. Definition of application letter

An application letter is a formally written one-page letter that accompanies a resume and other requested documentation in application for a job or academic program (www.letterwritingguied.com). Application letters are often synonymous with cover letters, and in addition to describing what materials are included in the application, an application letter should also take time to highlight the qualifications that prepare the writer for acceptance into the job or academic program.

Application letters typically begin with an introductory paragraph that states the position being applied to, reveals how the minimum qualifications for the position are met and asks the reader to continue reading to learn more about the applicant's qualifications.

Paragraphs that follow the introduction paragraph typically highlight the top reasons the applicant should be considered. For experienced applicants, these paragraphs typically highlight work

experience and workplace projects of significance. For less experienced applicants and new graduates, these paragraphs might highlight academic experience, such as classes taken that would be useful in this position or any particular academic projects or honors received.

An application letter should also include a concluding paragraph that express appreciation to the receiver for taking the time to consider the application. The final sentence should convey that the applicant looks toward the future by asking for a formal interview in-person, online or by phone.

2. Style of application letter

According to Myranti as a formal letter, at least there are three format styles used in business letter, they are fully block, blocked, and semi blocked style. In fully blocked style all letter parts begin at the left margin, except for the printed letterhead; the body of the letter is not indented, and double spacing is used to separate the paragraphs. While blocked style, like fully blocked, all letter parts begin at the left margin, except the dateline, complimentary closing, company signature with the writer's name are placed up to the right-hand margin. The next style is semi-blocked, the date, complimentary close and signature with the writer's name are set to the right-hand margin, and the body is indented for each paragraph. Open punctuation is often used; this reduces typing time as there is no need for any unnecessary

full stops and commas. Whichever layout, enclosure usually appears below the signature element and flushes with the left margin. It is important to know that whichever format you adopt, you have to be consistent, do not mix styles. It is stated by Taylor in Myranti (2012) explaining that whichever layout you use for business documents, the most important rule is consistency, i.e. ensuring that all documents are displayed in the same format. A well-displayed, easy-to-read letter will attract attention at once and create a favorable first impression.

3. Part of application Letter

The following is an explanation of the parts of the application letter. (Geffner, 1995, 56-60) :

- Sender address, at the minimum, contains the street address, the city, the state, and the code. The sender's name does not appear at the top of the letter.
- Date is typed a few lines below the sender. It should not be written in figures as they can be confusing; (i.e. 11.1.12 means 11th January 2012 in the UK but 1st November 2012 in the USA) it is better 11 January, 2012.
- Inside Address typed begins with flush with the left margin. If you know the surname you are writing, the appropriate courtesy title (Mr/Mrs/Miss/Ms) should be shown. It is written on the first line of the address. If you do not know the name

you can write The Personnel Manager or HRD Department or Carroll & Associates, Inc.

- Salutation is a kind of greeting to open letter. There are several types of salutations, as shown below.
 - a. Dear Sir opens a letter written to a man whose name you do not know.
 - b. Dear Sirs is used to address a company.
 - c. Dear Sir or Madam is used to address a person of whom you know neither the name nor the sex.
 - d. Dear Madam is used to address a woman, whether single or married, whose name you do not know.
 - e. Dear (name) is used when you know the name of the person you are writing to, for example: Dear Mr Smith, not Dear Mr J Smith or Dear Mr John Smith.
- The body consists of three or four paragraphs; the important thing is you must be consistent in writing the body.
 - a. The first paragraph/opening must attract favorable attention.
 - b. The second paragraph consists of personal data, educational background, experience and qualification,
 - c. The third paragraph/closing, you close your application letter with a specific request for action and give the reader a good reason for inviting you for an interview.
- Complementary Close placed below the last line of a letter's body has two most common complimentary closes, they are Yours

faithfully and Yours sincerely. If the letter opens with Dear Sir or Dear Madam, then close it with Yours faithfully while it opens with Dear Mr/Mrs/Miss/Ms Smith then close it with Yours sincerely.

- Signature is very important, because a letter is not really complete until it has been signed in the author's own handwriting. Your name which is not followed by the courtesy title is written after your handwriting signature. However, it is also possible to include the title in the typewritten signature, usually in brackets.
- Enclosure is followed by a list of the enclosed items is written below signature element with the left margin.

