

## ABSTRACT

Writing is one aspect to improve our thinking. By writing, people can express ideas, mind ideas, and thoughts of self-expression. For some people writing is fun, because they can write what is in their mind. Therefore, the writer is interested in making a research entitled "Learning to Write Meeting Note By Using Expanding Panel Method at Class XI SMK ICB Cinta Wisata Bandung".

Problems that the writer asks are; (1) Could the writer describe the planning and implementing learning Writing Meeting Note By Using Expanding Panel Method in class XI SMK ICB Cinta Wisata Bandung?; (2) Could the students of class XI-JB3 SMK ICB Cinta Wisata Bandung write meeting notes to determine the head, the contents, and the final contents of meeting notes?; and (3) is the expanding panel method effective in the learning of writing meeting notes in class XI students of SMK ICB Cinta Wisata Bandung?

The purposes of this research are to find out: (1) the ability of the writer in implementing the expanding panel method in teaching writing meeting notes in class XI students of SMK ICB Cinta Wisata Bandung; (2) students' ability in class XI of SMK ICB Cinta Wisata Bandung in writing the meeting notes by using; and (3) knowing the accuracy of the method used to study the expanding panel method in writing meeting notes in class XI students of SMK ICB Cinta Wisata Bandung.

Based on the data that has been done, the writer concludes:

1. The author is able to describe the planning and implementing learning to write meeting notes by using the expanding panel method on students' XI-JB3 SMK ICB Cinta Wisata Bandung. The average score is 3,72 for learning implementation.
2. Students in class XI-JB3 SMK ICB Cinta Wisata Bandung are able to write meeting notes using the expanding panel method. The average pretest score is 1,96 and an average post-test score is 3,15, while the difference between pretest and posttest is 1,19.
3. The expanding panel method is effective in writing meeting notes. The results of the statistical calculation show  $t_{hitung} > t_{tabel}$ , ie  $9,15 > 1,85$  with 95% confidence level with 19 degrees of freedom. It is proved that the method of the expanding panel method, the type of exchanging of viewpoint is effectively used to write meeting notes.

Based on fact the writer concluded that all hypotheses are accepted.