

**LEARNING TO WRITE OFFICIAL LETTERS WITH REGARD TO
STRUCTURE, CONTENT, AND LANGUAGE USING THE THINK-TALK-
WRITE MODEL IN CLASS VII PGII 2 JUNIOR HIGH SCHOOL
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ABSTRACT

In Indonesian learning students are required to take four skills, namely writing, reading, listening, and speaking skills. In the 2013 curriculum, seventh grade students are required to be skilled in writing official letters. The study entitled "Learning to Write Office Letters by Observing Structure, Content, and Linguistics Using Think-Talk-Write Models for Class VII Students of SMP PGII 2 Bandung 2016/2017 Academic Year" aims to find out whether or not the think-talk-write model is effective or not used in learning to write official letters. The formulation of the problem that the authors propose in this study is as follows. (1) Can the author plan, implement, and assess learning to write official letters by paying attention to structure, content, and language using a think-talk-write model for grade VII students of PGII 2 Junior High School Bandung? (2) Can the class VII student of PGII 2 Bandung Junior High School do learning to write official letters by paying attention to the structure, content, and language correctly? (3) How effective is the think-talk-write model used in learning to write official letters by paying attention to the structure, content, and language of the seventh grade students of PGII 2 Junior High School Bandung? The results of this study are as follows. (1) The author is able to plan, carry out, and assess learning to write official letters by paying attention to structure, content, and language using a think-talk-write model in class VII students of PGII 2 Junior High School Bandung. This is evidenced by the average results of the assessment, planning and implementation of learning, which is 30,03. (2) Grade VII students of SMP PGII 2 Bandung are able to write official letters with attention to structure, content, and language using a think-talk-write model. This is evidenced by the average value of pretest 33 and the average posttest score 84 which means that there is an increase of 51 or equivalent to 15, 81%. (3) Think-talk-write models are effectively used in learning to write official letters. This is evidenced by the results of statistical calculations with the results of $t_{count} > t_{table}$ that is $30 > 29.1$ at a significant level of 0.5% 95% confidence level and degrees of freedom 30. Based on these facts, the authors conclude that all hypotheses formulated in this study can be accepted .

Keywords: Learning, writing, official letter, think-talk-write model.