

**ANALYSIS OF SPELLING ERRORS  
IN THE OFFICIAL LETTER OF THE HAURPUGUR VILLAGE  
OFFICE AS AN ALTERNATIVE FOR CLASS VII INDONESIAN  
LANGUAGE TEACHING MATERIALS**

by  
Qori Pratiwi  
NIM 165030050

**ABSTRACT**

*This study discusses spelling errors in official letters of the Haurpugur Village Office and its use as an alternative to class VII Indonesian language teaching materials. This research method uses a qualitative approach with a qualitative descriptive type. The source of research data was the official letter of the Haurpugur Village Office. Data collection techniques used are literature study, documentation and analysis techniques. The results of the research were the forms of spelling errors found in the official letters of the Haurpugur Village Office, including errors in the use of letters, use of words, use of punctuation marks and writing of absorption elements. The errors in using letters consisted of 173 errors, including 118 errors in capital letters, 4 errors in italics and 51 in bold. Errors in word usage consisted of 60 errors, including 8 errors in writing compound words, 15 errors in writing affixes, 9 errors in writing prepositions and 28 errors in writing abbreviations and acronyms. The punctuation error consisted of 7 errors, and the absorption element writing error consists of 4 errors. The most mistakes is the writing of capital letters. Utilization of the results of the analysis of spelling errors in the official letter of the Haurpugur Village Office can be used as an alternative to class VII Indonesian language teaching materials at KD 3.12 examines the elements and language of personal letters and official letters that are read and heard. This is based on the results of the validity of the two Indonesian language experts, the teaching materials that the researchers designed obtained a score of 3.85 (very feasible). The results of the assessment show that the official letter is suitable for use by grade VII students in examining errors in letter writing. Thus, the official letter from the Haurpugur Village Office can be used as an alternative to selecting Indonesian language teaching materials in grade VII.*

*Keywords: analysis, spelling, official letters, teaching materials.*