

***ANALYSIS OF STRUCTURE AND LINGUISTICS RULES ON OFFICE LETTER
IN THE SDN SARIMULYA III AS ALTERNATIVE OF TEACHING MATERIALS
FOR CLASS VII***

by

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ABSTRACT

The research objective is to analyze the structure and linguistic rules of official letters at SDN Sarimulya III which will be used as an Indonesian language teaching materials alternative for class VII. The research was conducted because there are still mistakes in writing in terms of structure and language rules. The source of this research data was taken from the official letter of SDN Sarimulya III which used twenty-nine letters. This research method uses a descriptive qualitative approach which describes the shape of the structure and language rules in the official letter of SDN Sarimulya III. The instrument of this research is documentation and observation by analyzing the structure and rules of the Indonesian language. The data analysis technique used is data reduction which is the process of collecting information that has been grouped based on the point of mistakes and after that, the researcher can make conclusions. The results of this research will be used as an Indonesian language teaching materials alternative for class VII.

Keywords: *analysis, official letter, teaching materials.*