

## **Abstract**

Language is an important tool for communication. For most people in the world, the English language has become the international language that is used to communicate. One of the skills of communication that have to be learned to master a language is writing skills. The skill of writing is used by most people to communicate casually and professionally like a person who works in the Sales and Marketing department. To have good writing skills, a person has to understand the structure of a sentence which is called grammar. Without mastering the grammar, a person cannot convey a message clearly to the reader, and this will cause a misunderstanding. Based on the problem, the writer chose to conduct research entitled *An Analysis of English Writing Skills in Sales & Marketing Employees at the Royale Krakatau Hotel Cilegon*. This study focus on knowing the English skills and grammar error in Sales & and marketing qualitative method. To find out about the results, the writer did some observation and conducted a writing test on a total of 6 respondents. The data that has been collected then will be analyzed to get the final conclusion. The result shows that the employees of Sales and Marketing need to improve their writing skills. 5 out of 6 respondents are found having trouble using the correct grammar, especially in articles and punctuation. The Sales and Marketing employees are responsible in selling all of the hotel products and gaining the hotel revenue. It is why, that is very important for them to master the skill of writing in English using the correct grammar.

Keywords: English writing skills, grammar error, sales and marketing