

## THE INFLUENCE OF EYD MASTERY AND EFFECTIVE SENTENCES ON WRITING OFFICIAL LETTER OF EMPLOYEE UNIVERSITY OF MUHAMMADIYAH TANGERANG

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### *Abstract*

*Proficiency in writing is one of the most important skills for humans. By writing, humans can convey ideas, opinions, and ideas to others through writing. However, not all humans can be said to be proficient in writing. Therefore, humans need to practice and learn a lot in making writing by paying attention to the rules of spelling Indonesian and the use of effective sentences. By paying attention to these aspects, a writing produced will be easier to understand and understood by others.*

### INTRODUCTION

Language skills are one of the things that must be mastered by a person. From an early age and even to adulthood, humans always use language in everyday life, both formally and informally. With the aim of being able to convey the message or information you want to convey to its communication partners. One of the language skills that is often done by someone in everyday life is writing.

Writing is one of the language activities where a person can pour all forms of ideas, ideas, opinions and thoughts into a writing. Elin (2018) argues that writing is a process of conveying information in the form of graphic symbols that can be read and understood by the author himself and others. In contrast to previous experts, Dalman (2011) said that writing is a communication activity in the form of delivering messages (information) in writing to other parties using written language as a tool or medium. Furthermore, Kosasih (2019) argues that writing is one of the language skills that is very important to learn because it can equip life skills for anyone who can master it. By using written language, someone is expected to touch the hearts of readers so that the message that wants the meaning of the written language used can be fully understood by the reader.

However, sometimes someone has problems with their written language skills. One of them is mastery of spelling in accordance with linguistic rules and the use of effective sentences. One mistake that often arises as a result of a person's lack of understanding of spelling in accordance with linguistic rules and not using effective sentences is found in writing official letters. An official letter is an official letter issued by an institution or agency to convey all information related to service to other related institutions (Noor & Mimi, 2016: 36). So an official letter writer should have a good knowledge of spelling according to applicable linguistic rules and the use of appropriate effective sentences.

Language rules are a group of rules in using language in terms of punctuation, word writing, letter writing, acronym writing, synonyms, and so on. While effective sentence writing is basically a sentence that is arranged based on applicable linguistic rules and pays attention to the important elements contained in the sentence. If that aspect is completely absent from a sentence, then the sentence can be said to be ineffective. Thus, the meaning or message to be conveyed cannot be fully understood by the reader. Language is one of the manifestations of society to identify themselves with other human beings (Hartanto et al., 2022)

One educational institution that is still often found inaccurate in the use of spelling and writing effective sentences is at the institution or faculty at the University of Muhammadiyah Tangerang. For example, *the* use of *di* which indicates a place and in which indicates an adjective is sometimes still confused in writing official letters carried out by UMT employees. In addition, there is the use of comma punctuation which is sometimes still not the right use. Thus, sometimes it causes an ambiguous understanding of the meaning of the sentence written. So, based on the background of the above problems that have been explained, researchers are interested in researching more deeply related to the

use of spelling in accordance with linguistic rules and the use of effective sentences in official letters in this study. With the researcher taking the title of the study, namely "The Relationship Between the Use of EYD and Effective Sentences on the Ability to Write UMT Employee Service Letters". Typically, this expansion of the meaning of the term is associated with the broader context that affects the meaning of the whole set of expressions (Muffidah et al., 2021)

## **Theoretical Foundation**

### **1. Effective Sentences**

A sentence is a structured or systemized word that is able to give rise to a perfect meaning. Perfect meaning, is the meaning that can be accepted by someone according to the intention possessed by the author of the sentence. Therefore, a writer must use effective sentences so that the author's intentions and objectives can be understood by the readers.

According to Maruka (2018) argues that effective sentences are sentences that can achieve their goals well as a means of communication. In line with that, Parto (2020) states that effective sentences are sentences that hit the right target, communicative sentences, and sentences that are easy to understand. In contrast to previous experts, Harnia (2015) states that effective sentences are a representation of ideas, ideas, information and feelings of the author.

Good and correct writing is certainly inseparable from the use of effective sentences. An information or message written so as not to experience errors in its meaning, a writer must know and master the characteristics of effective sentences. Parto (2017) states that the characteristics of effective sentences include: commensurability, parallelity, thrifty, accuracy, cohesiveness, and logic.

### **2. Official Letter**

The ability to write, is very important mastered by someone. Especially if someone works in an agency that usually issues official letters. So someone needs the skill of writing official letters in order to facilitate the communication process both internally and externally. According to Soedjito & Solichin (2016: 14) argue that an official letter is a letter that contains official or administrative government problems. In line with this opinion, Nadia & Sugiharti (2018: 187) explained that an official letter is a letter that contains important matters related to government administration and development affairs. Different from the previous two opinions, Sesilia & Zeno (2021: 289) explained that an official letter is a letter containing administration that can help smooth administrative activities. A letter of service is a letter containing official issues issued by an office or government with official purposes in accordance with the objectives to be achieved in the letter. Article writing that complies with refined spelling rules is inseparable from the media that publishes the writing (Oktafiani et al., 2022).

Writing an official letter carried out by someone certainly cannot be written carelessly and must pay attention to applicable language rules. Usually, writing official letters must not use everyday language and must use official language on the letter. In line with this, Mujiati (2022: 29) explained that when someone writes an official letter, they must pay attention to the use of the language they use and refer to the General Guidelines for Indonesian Spelling (PUEBI). Different from Mujiati's opinion, according to Rimang, at least when someone writes an official letter, they must pay attention to several things, namely: 1) careful words, 2) idiomatic expressions, 3) synonymous expressions (Mujiati, 2022: 30). In line with this opinion, Ayu (2019: 7) stated that there are linguistic characteristics in writing official letters, including 1) using standard Indonesian with short, straightforward, clear, and polite delivery, 2) avoiding uncommon words and abbreviations, 3) paying attention to neatness in writing letters.

The activity of writing an official letter carried out by someone, in addition to having to pay attention to linguistic aspects in writing the letter. The author must also pay attention to the elements contained in the official letter. If one or more elements are not listed in the letter, it can cause ambiguous or ambiguous meanings in the letter. Soedjito & Solchan mentioned that there are several elements commonly found in official letters, namely: 1) letterhead, 2) letter number, 3) date of letter, 4) attachments, 5) terms or subjects, 6) mailing address, 7) salutation, 8) letter content, 9) closing greeting, and 10) ransom (Christiana & Desi, 2022: 28). In line with this, Ridwan, et al (2020) mentioned several elements or structures contained in official letters, namely: 1) letter head, 2) letter number, 3) letter date, 4) attachments, 5) letter matters, 6) addresses, 7) salutations, 8) letter content,

9) closing paragraphs, 10) the person in charge of the letter, 11) the name and signature of the letter writer. Furthermore, Sotyningrum (Mikyal & M. Iqbal, 2018: 23) mentioned that there are at least six structures or elements that must be met when someone writes an official letter, namely: 1) name and address of the organization, 2) telephone number and email fax, 3) line of business, 4) name and address 5) logo of the organization. Literary criticism is a part of literary studies that discusses whether a literary work is valuable or not (Sulaeman et al., 2021)

### **1. Spelling Indonesian**

Basically, spelling is a rule. The rules in question are rules in symbolizing the sounds of language into letters, words, or sentences. According to Ermanto & Emidari (2018: 26) states that spelling is a set of rules made to be guided in transferring the spoken language of a community into written language. Furthermore, Abidin (2019: 52) said that spelling is a set of rules that regulate the writing of language sounds into letters, letters into words, and words into sentences. Furthermore, Gantamiteka and Shokka (2016: 9) said spelling is the rules for how to describe sounds (words, sentences and so on) in written form (letters) and the use of punctuation. According to Yanti, et al (2020) Indonesian spelling is divided into three types, namely the use of letters, writing words, and the use of punctuation marks

## **Results and Discussion**

### **1. SPSS Descriptive Test**

After the researcher tested the validity and reliability of the data obtained in this study. Researchers then conducted a descriptive test through SPSS as one step in finding out whether there were differences in values obtained from the pre-test and post-test. The following are the results of the SPSS descriptive test based on the data that has been obtained

**Table 4.5**  
**SPSS Descriptive Test Results**

**Descriptives**

		Statistic	Std. Error	
TesAwal	Mean	4,83	,343	
	95% Confidence Interval for Mean	Lower Bound	4,13	
		Upper Bound	5,53	
	5% Trimmed Mean	4,81		
	Median	5,00		
	Variance	3,523		
	Std. Deviation	1,877		
	Minimum	1		
	Maximum	9		
	Range	8		
	Interquartile Range	2		
	Skewness	-,010	,427	
	Kurtosis	-,177	,833	
	TesAkhir	Mean	7,27	,314
95% Confidence Interval for Mean		Lower Bound	6,62	
		Upper Bound	7,91	
5% Trimmed Mean		7,37		
Median		8,00		
Variance		2,961		
Std. Deviation		1,721		
Minimum		2		
Maximum		10		
Range		8		
Interquartile Range		3		
Skewness		-,966	,427	
Kurtosis		1,430	,833	

Based on table 4.4 above, namely the descriptive test results on SPSS software, it can be seen that there are average results (mean), middle value (median), maximum value, and maximum value. In the results of the pre-test trial or initial test conducted by the researcher, there is an average value of 4.83, a middle value of 5.00, a minimum value of 1 and a maximum value of 9. In the initial test conducted by the researcher did not carry out the actions used to increase respondents' insight and knowledge about EYD and the use of effective sentences. The result, can be seen in table 4.4 above, most respondents get poor results with an average value of 4.83. This is of course based on the most basic factor, namely the lack of understanding of EYD and effective sentences of respondents and most respondents who do not come from language and literature graduates, or linguistics.

After the researcher gets the results of the pre-test or initial test obtained during the initial observation. Next, the researcher rehearses or performs a final test that is carried out when the implementation of the action is complete. In the actions taken by researchers, researchers try to improve the understanding of service letter writers in aspects of EYD and effective sentences. Thus, respondents can perform official letter writing activities better and have a minimal level of language errors.

The results of the final test or post test obtained by the researcher obtained the average value (mean) which is 7.27, the middle value (media) is 8.00, the minimum value is 2, and the maximum value obtained by respondents is 10. Based on this, it can be concluded that there is a significant increase based on the value obtained by respondents before and after the action. This can be clearly seen in the average value (mean) obtained, which was initially 4.83 when the initial test became 7.27 when the final test.

### 1. Uji Paired Sample Test SPSS

**Tabel 4.7**  
**Hasil uji Paired Sample Test**

		Paired Differences					t	df	Sig. (2-tailed)
		Mean	Std. Deviation	Std. Error Mean	95% Confidence Interval of the Difference				
					Lower	Upper			
Pair 1	TesAwal – TesAkhir	-2,433	2,128	,389	-3,228	-1,639	-6,262	29	,000

  

		Mean	N	Std. Deviation	Std. Error Mean
Pair 1	TesAwal	4,83	30	1,877	,343
	TesAkhir	7,27	30	1,721	,314

**Research hypothesis:**

Ho : There is no significant influence between the level of understanding of EYD and effective sentences with the ability to write official letters by employees at the University of Muhammadiyah Tangerang

Ha : There is a significant influence between the level of understanding of EYD and effective sentences with the ability to write official letters by employees at the University of Muhammadiyah Tangerang

**Decision**

Basis for decision making based on significance level:

1. If the probability or significance level  $>0.05$  then H0 is accepted
2. If the probability or significance level  $< 0.05$  then H0 is rejected

After researchers get the results of the normality test conducted through SPSS. Furthermore, researchers use the Paired Sample Test to determine whether there is a significant influence or not on the actions that have been taken. The *Paired Sample Test* is used by researchers to determine the decisions to be taken in this study. In this *Paired Sample Test* there are two classifications, namely:

1. If the Sig (2-Tailed) value  $< 0.05$ , it shows a significant difference between the initial variable and the final variable. This means that there is a significant influence on the treatment given.
2. If the value of Sig ( 2-Tailed)  $> 0.05$  then it shows that there is no significant difference between the initial variable and the final variable. That is, no significant influence was found between the differences in treatment of each step in the study.

Based on table 4.6 which is the result of the *Paired Sample Test* conducted by researchers through SPSS software version 26. A Sig (2-tailed) value of 0.000 is obtained. In *Paired Sample Statistics*, it is also known that the average value (mean) obtained from the initial test was 4.83

and in the final test 7.27. This means that in the final test there is a significant improvement and has a different effect from the actions that have been taken. Hal itu dikarenakan nilai Sig yang diperoleh yaitu  $< 0,05$ . So there is a significant influence between mastery of EYD and effective sentences on the ability to write official letters of UMT academic employees. So the basis for decision making in this study by referring to the sig value in the paired sample test, namely  $H_0$ , is rejected. That is, there is a significant influence between the level of understanding of EYD and effective sentences with the ability to write official letters by employees at the University of Muhammadiyah Tangerang. So the basis for decision making in this study is  $H_0$  rejected which means there is a significant influence between the level of understanding of EYD and effective sentences with the ability to write official letters by employees at the University of Muhammadiyah Tangerang.

## **Conclusion**

Proficiency in writing is one of the most important skills for humans. By writing, humans can convey ideas, opinions, and ideas to others through writing. However, not all humans can be said to be proficient in writing. Therefore, humans need to practice and learn a lot in making writing by paying attention to the rules of spelling Indonesian and the use of effective sentences. By paying attention to these aspects, a writing produced will be easier to understand and understood by others.

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