

ANALYSIS OF ERROR WRITING ON OFFICIAL LETTER AT THE MUHAMMADIYAH TANGERANG UNIVERSITY 2023

Ety Sayeti¹, Agus Sulaeman², Goziyah³

¹ Magister Pendidikan Bahasa Indonesia, Universitas Muhammadiyah Tangerang
Email: etysayeti289@gmail.com

Abstract

Based on the results and discussion that have been explained in this study, it can be seen that official letters written by writers at the University of Muhammadiyah Tangerang still have language errors, in the type of writing letters in the letters they produce. Some of these mistakes can occur due to several factors such as lack of understanding of spelling writing in accordance with Indonesian rules by official letter writers, accustomed to making the same language mistakes or have never carried out training related to official letter writing. Thus, there are still some language errors made by official letter writers at the University of Muhammadiyah Tangerang.

INTRODUCTION

Language is one of the communication tools used by humans to convey all ideas, thoughts, and thoughts through oral or written. According to (Prihantini, 2015) explains that language is a system of sound symbols agreed upon by the two parties to the dispute to make a decision that will be adhered to by both parties and the community. The following opinion was expressed by (Noermanzah, 2019) explaining that language is a meaningful communication tool. Furthermore, according to (Hidayah, 2016) explained that language is a tool for communication between the two parties or is commonly used by people who will adapt in a social environment.

In language activities carried out by humans on a daily basis, of course, it creates a diversity of languages used by these humans. Thus, sometimes it causes language errors that often occur in language activities carried out by an individual with other individuals. Mantasiah (2020) explains that language errors are a use of language that deviates from the linguistic rules that apply in that language. Furthermore (Gantamitrek & Shoka, 2016) explained that "Language errors are the use of language that deviates from the language rules that apply in a language. So, the writer can conclude that language errors are the use of language that violates established rules or norms. Unlike the two previous opinions (Nisa, 2018) Language errors are the use of language both orally and in writing that deviates from the rules of Indonesian grammar. Language is one of the manifestations of society to identify themselves with other human beings (Hartanto et al., 2022)

Language errors that arise in language activities can of course occur in various language activities both in writing and orally. One language activity that often causes language errors is writing official letters. According to (Wahyu, 2014) said official letters are all letters containing official matters or official or government administrations. This is in line with what was disclosed by (Rohmadi et al., 2014) official letters or official letters are letters used and sent by agencies or the public that are official in nature. Furthermore (Maharani et al., 2022) official letters are a means for notifications, announcements, assignments, permits, decisions, etc. chiefs of staff in related agencies or institutions.

Errors in using language that often occur can usually be caused by several factors. (Nanik, 2010) mentions several factors that cause a person to experience language errors, namely, 1) influenced by the mother tongue or the first language he mastered first, 2) a person's lack of understanding of the language he is learning, 3) language learning methods that are not appropriate for him. Therefore, an analysis of language errors is needed to look more deeply at the language errors made by official letter writers. (Mantasiah & Yusri, 2020) "Analysis of language errors is the ability to identify errors experienced by learners, and develop strategies to reduce the potential for these errors to occur." A similar opinion was expressed by (Gantamitrek & Sokha, 2016), "Analysis of language errors is a

work process used by teachers and language researchers with data collection steps, identifying errors contained in the data, explaining these errors, clarifying these errors based on their causes, and evaluate the seriousness of the error. Article writing that complies with refined spelling rules is inseparable from the media that publishes the writing (Oktafiani et al., 2022).

Several aspects of language errors in official letters are writing errors or the use of diction and spelling errors. Basically, spelling is a rule. The rules in question are rules in symbolizing the sounds of language into letters, words, or sentences. Therefore, in general, spelling is a rule or procedure for using the Indonesian language in accordance with established norms or rules of the Indonesian language. According to (Ermanto & Emidar, 2018) states that spelling is a set of rules that are made to be guided by in transferring the spoken language of a society into written language. Furthermore, (Abidin, 2019) said that spelling is a set of rules governing the writing of language sounds into letters, letters into words, and words into sentences. Furthermore (Gantamitreka & Sokha, 2016) said spelling is the rules for how to describe sounds (words, sentences and so on) in written form (letters) and the use of punctuation marks. Therefore it is very necessary for the writer of the official letter to use the spelling not to experience language errors and to make the information conveyed in the official letter conveyed properly to the readers. Grammatically the word battle in the poem has the meaning of activities between groups or individuals against real life. Short stories are organized on various levels; they simultaneously appeal to the reader's sense of realism, understanding, emotion and moral sensibility (Muffidah et al., 2021).

Errors in the use of spelling and diction in official letters, one of which occurred at the University of Muhammadiyah Tangerang. Based on preliminary research conducted by researchers at the Bureau of Public Relations and Secretariat Protocol, University of Muhammadiyah Tangerang, researchers still found several language errors found in incoming and outgoing letters. In fact, official letters are one of the most important things used by letter writers to convey their intent and purpose to readers. However, if there are language errors, of course the aims and objectives cannot be conveyed properly. Therefore the researcher is interested in looking at and examining in more depth the grammatical errors in official letters at the Muhammadiyah University of Tangerang. However, so that this research is not too broad, the researcher only examines official letters in the form of incoming and outgoing letters in 2023 only. Based on this, the title of this study is "Error analysis of EYD and Diction in Official Letters at the Public Relations and secretariat protocol bureau of the University of Muhammadiyah Tangerang".

METHODE

Language Error Analysis

Someone who writes an official letter, of course, needs good language skills so that there are no language errors in the letter he writes. However, it is not uncommon for someone to find language errors when writing official letters. One way that can be used to study and study the type or level of language errors from users of that language is the analysis of language errors. Analysis of language errors is a way of identifying forms of language errors made by language users. Literary criticism is a part of literary studies that discusses whether a literary work is valuable or not (Sulaeman et al., 2021)

This is in line with Mantasiah's opinion, (2020: 2) "Analysis of language errors is the ability to identify errors experienced by learners, and develop strategies to reduce the potential for these errors to occur." A similar opinion was expressed by Gantamitreka, (2016: 201), "Analysis of language errors is a work process used by teachers and language researchers with the steps of collecting data, identifying errors contained in the data, explaining these errors, clarifying these errors based on problems , as well as evaluating the seriousness of the error. A different opinion is explained by Sulistyarningsih, 2010, who argues that "Analysis of language errors is a work procedure commonly used by researchers or language teachers, including: activities to collect sample errors, identify errors contained in the sample, explain these errors, classify errors and evaluate them. increase the seriousness of the mistake" (Gio, 2018. 138).

Based on the opinions of the three experts above, it can be interpreted that language error analysis is a process used by language teachers and researchers in data collection activities, error identification, error clarification as well as the evaluation or assessment stage regarding language errors found in

samples or data found. 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)

Writing skills are one of the most important aspects of one's language skills in everyday life. In everyday life, one must have good writing skills, because writing skills greatly affect a person's ability to communicate both actively and effectively. Writing skill is an activity of human thinking that is organized and has been conceptualized so that what is written is easily understood by readers. With writing skills, one can convince, hint, report and influence others through his writing.

According to Dalman (2015: 3) "Writing is a creative process of expressing ideas in the form of written language for the purpose of, for example, telling, convincing or entertaining. In line with this opinion, (Dalman, 2020:3), "Writing is a communication activity in the form of sweetening messages or information in writing to other parties using written language as a tool or medium. A different opinion was conveyed by (Kosasih, 2019: 1), who explained that "Writing is one of the most important language skills to learn because it can equip life skills for anyone who can master it.

Based on the opinions of the three experts above, it can be interpreted that writing is a process of creative activity in which a person can express all his ideas, ideas, thoughts, opinions to other people in the form of written language with the aim of informing, convincing or entertaining someone through writing and can train greetings in human language in everyday life.

Language Error

Basically, language activities carried out by the community on a daily basis are of course inseparable from language errors, one of which is in writing incoming and outgoing official letters carried out by the Public Relations Bureau of the University of Muhammadiyah Tangerang. Language error is an event where language users use language both orally and in writing that have deviated from the rules or rules of the language that apply. This can usually be caused by a lack of understanding of language users about the linguistic system, language users do not understand the language used, or are already familiar with the language used. Thus the quote contains social values, namely, the existence of a sense of care for others and a friendly attitude (Tartila et al., 2023)

M Mantasiah, (2020:3) Language errors are the use of language that deviates from the language rules that apply in that language). Furthermore, according to Gantamitrek & Shokha 2016: 204 explains that "Language errors are the use of language that deviates from the language rules that apply in a language. So, the writer can conclude that language errors are the use of language that violates established rules or norms. In contrast to the two previous opinions, Khairun (2018: 219) "Language errors are the use of language both orally and in writing that deviates from the rules of Indonesian grammar".

Based on the opinions of the three experts above, it can be concluded that language errors are language activities in which language users use language both orally and in writing that have deviated from communication factors and the applicable Indonesian grammar rules

DISCUSSION

Lettering Error in official Letters in the Muhammadiyah Tangerang University Environment

1) Data 1

Letter number : 021B/INDUSTRIAL ENGINEERING/FT. UMT/III/2023

Letter title: Application for a loan from Soedirman Hall for Industrial Engineering Seminar activities

Sender : Head of Industrial Engineering Study Program UMT

Sentence : Tangerang, March 29, 2023

Error type : Italics

Explanation: The sentence in data 1 is a language error at the spelling level in writing official letters at the University of Muhammadiyah Tangerang. The error lies in writing the name of the place, date and year of the letter written in italics. This is said to be wrong, because in Enhanced Spelling italics are not used in place names, dates and years on letters so that the writing of place names, dates and years on official letters above is wrong, so the correct writing should not be italicized.

Repair : Tangerang, March 29, 2023

Data 2

Letter number : 322/TGS/III.3.AU/2023

Letter Title : Letter of Assignment

Sender : UMT Public Relations

Sentence : To attend the invitation to sign the cooperation agreement on:

Day: Wednesday

Date: March 1, 2023

Time: 08.30 WIB until finished

Venue: Trembesi Hotel BSD

Error Type: Capital Writing

Explanation: The sentence in data 2 is a language error at the spelling level in writing official letters from the University of Muhammadiyah Tangerang. The error lies in writing the day, date, time and place written using capital letters at the beginning of the word letters. This includes errors in writing, because the sentence is still in one sentence before so that the correct writing is written using lowercase letters.

Fix: To attend the invitation to the signing of the cooperation agreement on:

Day: Wednesday

Date: March 1, 2023

Time: 08.30 WIB until finished

Venue: Trembesi Hotel BSD

Data 3

Letter Number: 26.SU/FKUB.KoTa/II/2023

Letter Title: Request for participants of the Tangerang City Anniversary Street Movement

Sender: Forum for Religious Harmony (FKUB)

Sentence: We express our gratitude for your participation and support, May God Almighty always give help and blessings to all of us

Error Type: Capital Letter Reduction

Explanation: The sentence in data 3 is a language error at the spelling level in writing official letters at the University of Muhammadiyah Tangerang. The error lies in writing the word "Hopefully" which is written using capital letters at the beginning of the word after the comma. The rules of writing in Enhanced Spelling, capital letters are not used after the comma so that the writing of the word "Hopefully" in the letter sentence above is said to be wrong. The correct writing is not written using capital letters at the beginning of the word.

Improvement: We express our gratitude for your participation and support, may God Almighty always provide help and blessings to all of us.

Data 4

Letter number : 02/DKI/IX/SP.2023

Letter Title: Invitation to the Grand Final of the 2023 Indonesian Health Ambassador Election

Sender : Indonesian Health Ambassador Selection Committee Team 2023

Sentence : In connection with the holding of the Ambassador Election

Health Indonesia 2023, Without reducing the feeling of hornat to our father / mother from the Indonesian Health Ambassador Selection Committee Team 2023 requests your presence at the Grand Final of the 2023 Indonesian Health Ambassador Election, which will be held on

Error type: Capital letter writing

Explanation: The sentence in data 4 is a language error at the spelling level on the entrance letter of the University of Muhammadiyah Tangerang. The error lies in writing the word "Without" which is written using capital letters at the beginning of the word after the comma punctuation. In the writing rules that refer to Enhanced Spelling, capital letters are not used after the comma so that the writing of the word "Without" in the letter sentence above is said to be wrong. The correct writing is not written using capital letters at the beginning of the word.

Improvements: In connection with the holding of the 2023 Indonesian Health Ambassador Election, without reducing the feeling of horn to our ladies and gentlemen from the 2023 Indonesian Health Ambassador Selection Committee Team request your presence at the Grand Final of the 2023 Indonesian Health Ambassador Election, which will be held on

Data 5

Letter number: 02/DKI/IX/SP.2023

Letter title : Invitation to the Grand Final of the 2023 Indonesian Health Ambassador Election

Sender: Indonesian Health Ambassador Selection Committee Team 2023

Sentence : Thus we convey this invitation letter, We hope that you can participate in the smooth running of this activity.

Error type: capital letter writing

Explanation : The sentence in data 5 is a language error at the spelling level in writing admission letters at the University of Muhammadiyah Tangerang. The error lies in writing the word "Big" which is written using capital letters at the beginning of the word after the comma. In the writing rules referring to Enhanced Spelling, capital letters are not used after the comma so that the writing of the word "Big" in the letter sentence above is said to be wrong. The correct writing is not written using capital letters at the beginning of the word.

Improvement : Thus we convey this invitation letter, we hope that you can participate in the smooth running of this activity.

CONCLUSION

Based on the results and discussion that have been explained in this study, it can be seen that official letters written by writers at the University of Muhammadiyah Tangerang still have language errors, the type of writing letters in the letters they produce. Some of these mistakes can occur due to several factors such as lack of understanding of spelling writing in accordance with Indonesian rules by official letter writers, accustomed to making the same language mistakes or have never carried out training related to official letter writing. Thus, there are still some language errors made by official letter writers at the University of Muhammadiyah Tangerang.

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