



Analysis of Indonesian Language Errors New Student Admission Technical Socialization Letter

Ahmad Ridhai Azis¹; Nurul Khairani Abduh²

ridhaiahmad@stainmajene.ac.id

nurulkhairani@iainpalopo.ac.id

¹Sekolah Tinggi Agama Islam Negeri (STAIN) Majene

²Institut Agama Islam Negeri (IAIN) Palopo

Received: 2023-11-20 Accepted: 2023-11-22

DOI: 10.24256/ideas.v11i2.3663

Abstract

This study aims to describe Indonesian language errors contained in the 2023 STAIN Majene New Student Admission Socialization Letter and the factors that cause or influence Indonesian language errors in the letter. This research uses a qualitative paradigm by paying attention to syntax, and spelling of writing official letters. The results of this study are, (1) Indonesian language errors in the Technical Socialization Letter for New Student Admissions STAIN Majene there are errors in the level of syntax and spelling, and (2) The factors that cause or influence these errors are the lack of adequate mastery of Indonesian (according to EBI), the understanding of the letter writer does not attach importance to writing according to spelling (which is important the intention is conveyed) or there is no motivation to respond to the advice of the Dinas Pendidikan dan Kebudayaan in 2015 on languages (Preserving Regional Languages, Prioritizing Indonesian, and Mastering Foreign Languages), there has never been an official letter writing training/workshop at STAIN Majene, and the language of letter writers is also influenced by the mother tongue (regional language). The suggestion in this study is that it is hoped that soon official letter writing training and socialization of the use of Indonesian Spelling (EBI) is valid in 2015-present.

Keywords: *spelling, language errors, syntax, letter*

Introduction

Government agencies are agencies that prioritize organizational and institutional principles that meet standard operating procedures in carrying out their management. The need to achieve organizational goals is determined by the ability to use the language of communication to build cooperation with other institutions. It became common knowledge that one of the media used as a means of conveying messages was letters. Letters issued or received by agencies are generally official letters. The use of the standard language and even the frozen variety language is clearly visible in official letters. Official letters are also marked with a form of interest that is official in nature both addressed to individuals, especially to agencies/institutions.

Research conducted by Panike (2021) entitled "Analysis of Indonesian Spelling Errors in Scientific Papers of Class XI Students of SMA Negeri 05 Kepihang." The results of the study concluded that Indonesian spelling errors in the scientific work of grade XI students of SMAN 05 Kepahiang were capital letter writing errors, italics writing errors, preposition writing errors, comma usage errors, and word combination assignment errors. Writing a scientific paper some of these mistakes can have a bad impact if they continue to be allowed because some of these errors affect writing according to Indonesian spelling. The difference with this study is that the author of the letter in the study above is a student while in this study is the academic staff of STAIN Majene.

Similar writings have also been carried out by Herpanus, Suryadi, and Alitopan (2019) with the title "Analysis of Language Errors in Official Letters in Tanjung Sari Village, Central Kemite Cematan, Sintang Regency for the 2015-2019 Period." The results of the first study of morphological errors found there were 27 errors. Second, there are 21 diction field errors. Third, spelling field errors there are 167 errors. Fourth, there are 9 syntax field errors. Fifth, there are 4 causes of language errors, namely the absence of guidance, no training, the influence of mother tongue and not mastering writing procedures. Sixth, efforts to minimize language errors there are 2 efforts, namely internet guidance and mail checking. The difference between this study and previous research lies in the approach used, which is quantitative. This research uses a qualitative approach.

Similar research has also been conducted by Wachidah, Oktavy, and Sari (2019) with the title "Analysis of Language Errors in PPDB (Admission of New Students) Brochures of High School Equivalent to Boyolali Regency." The results showed that errors were found in the level of spelling, morphology, punctuation, word selection or diction, and word writing. Furthermore, research on language error analysis was conducted by Zakia, Hudiyo, and Ahmad (2020). There is also the title of the study, namely "Analysis of Indonesian Spelling Errors in the Official Letter of the East Kalimantan Provincial Forestry Service Office in 2018/2019." The study showed that there are still spelling errors in Indonesian that focus on errors: 1) writing the use of letters, 2) writing punctuation and 3) writing words. From this description, the author concludes that in writing the spelling of Indonesian in an official letter in the General Subdivision of the East Kalimantan Provincial Forestry Service, there are still some errors in writing, evidenced by the results of research conducted by the author. This study only shows without recommending improvements that must be

made by the committee for the admission of new students of Boyolali Regency Equivalent High School and the second at the East Kalimantan Provincial Forestry Service Office.

The research that has been done is taken from various regions in Indonesia as consideration for conducting similar research at STAIN Majene. The thing that makes the same is the similarity of mistakes made by staff or employees who make official letters for certain purposes. This problem certainly leads us to a priori conclusion that Indonesian spelling is still not fully understood by staff or employees who make official letters in their respective agencies.

There are still many language errors in official letters that are often encountered in agencies or institutions. The Indonesian language error still occurs even though at the end of the signed official letter, a paraphrase has been found on the left and/or right. This suggests that the paraphrased do not carefully look at the use of morphology, syntax, and spelling focusing only on the content of the message conveyed in the official letter. An official letter at the Majene State Islamic College (STAIN) in January found that there was a use of Indonesian that was not in accordance with the rules of official letters. The use of language that does not attach importance to good diction and is in accordance with Standard Grammar Indonesian is something that needs to be considered, considering that the institution is an institution that produces alumni who are highly intellectual. The quality of the official letter language needs to be maintained to maintain the image of the institution.

Some of the staff at STAIN Majene said that the language was not too important. The point is the content of the letter. Some also argue the other way around that the letter is official in nature, so it is mandatory to pay attention to the rules of writing an official letter, especially the use of Indonesian in accordance with the General Guidelines for Indonesian Spelling (PUEBI). The rules of writing about its morphology, syntax and spelling diction should be used carefully.

Morphology comes from the English word morphology which consists of two morphemes, namely morph 'form' and logy 'science'. Morphology means the science of forms or the science that studies word forms and word formation processes, (Chaer 2008). The official letter issued by STAIN Majene which is based on the Technical Socialization of The official letter issued by STAIN Majene regarding Technical Socialization of New Student Admissions in 2023 certainly contradicts Law Number 24 of 2009 that "Indonesian must be used in official communication in government and private work environments." That is, letters issued or received as a written means of communication must be in accordance with PUEBI.

Official letters also refer to written communication activities. This is also regulated in the regulation stipulated by the Minister of Education and Culture of the Republic of Indonesia Number 50 of 2015 concerning General Guidelines for Indonesian Spelling (PUEBI) which replaces EyD (Enhanced Spelling), (Ministry of Education and Culture, 2009).

Letters have a function as guidelines for carrying out certain tasks or activities. Employees or officials will be flexible in duty or work when they have obtained a decree

(SK). It can also foster a responsible attitude towards superior policies in accordance with the function or purpose of the letter (letter of duty, warrant, etc.). Letters have the power of written evidence that guarantees the source of legality in various respects. The type of letter is like a letter of agreement or power of attorney. Institutions use letters as reminders and historical evidence of activities that have been carried out, (Darma and Kosasih, 2012).

Things to note in the writing of an official letter are the syntactic aspects that lead the reader to semantics and the most basic is the use of spellings that comply with the General Guidelines of Indonesian Spelling (PUEBI). Here are the spelling usage settings according to PUEBI:

1. Use of Letters

a. Capital Letters

- The beginning of the sentence uses capital letters;
- Direct passages at the beginning of sentences also use capital letters;
- Used as the first letter of every word of the name of religion, scripture, and God, including designations and pronouns for God, titles, and so on.

b. Italic; The writing of the title of the book, the name of the magazine, or the name of the newspaper cited in the article, included in the bibliography is written in italics, affirms or distorts, the expression of the vernacular/foreign language, and so on.

c. Bold is used to emphasize the part of the writing that has been written in italics; and parts of essays, such as the title of a book, chapter, or subsection and so on.

2. Word Writing

a. Basic Word, written as a whole.

b. The Word Is Affixed

- Affixes or affixations are written in a series of basic forms; and
- Bound forms are written in a series with the word that follows them.

c. Abbreviations and Acronyms

- Abbreviation of the person's name, title, greeting, title, or rank followed by a period on each element of that abbreviation;
- A self-name acronym consisting of the initial letter of each word written in capital letters without a period, and so on.

3. Use of Punctuation

a. Commas are used for details or numerals, hyphens, and separating sentence children, and so on.

b. Semicolon

- Used in compound sentences in lieu of connecting words to separate between equivalent interlayers;
- Breakdown of clause clauses; and
- Used to separate the fragments in sentences that have used commas.

c. Colon

- Used to explain the appendage that ends the statement;
- A colon is used after a word or expression that requires a description; and so on.

4. Writing Absorption Elements

The level of integration of absorption elements is divided into two. First, foreign elements that have not been fully absorbed into the Indonesian, such as force *majeur*, *de facto*, *de jure*, and *l'exploitation de l'homme par l'homme*. Second, foreign elements whose writing and pronunciation are adjusted to the rules of Indonesian. The absorption has been altered but can still be identified the origin of the foreign element of the word, (Ministry of Education and Culture, 2016).

Based on this study, the analysis of language errors that occur in official letters often occurs in aspects of morphology, syntax, and spelling, while in spoken language coupled with phonological aspects. The errors that occur according to Slamet are: (1) Phonological errors include phoneme errors, absorption elements, capital letters, italics, numbers, and symbols; (2) Morphological errors are linguistic errors caused by the wrong choice of affixes, word repetition, compound language, and tenses. Affixation writing is a common morphological error (3) Syntax errors, or changes in the way phrases, clauses, or sentences are put together. This syntactic error analysis involves clause field errors and statement field errors; (4) Language errors at the semantic level are errors related to inaccuracies in meaning. Semantics is the study of meaning under the premise that semantic meaning is a linguistic component and that meaning is a language component; (5) A discourse-level language error is a complete unit of language containing ideas with related and consistent elements; and Language errors in the application of spelling rules Indonesian equipped with orthography Indonesian are at the grammatical level, namely syntax and spelling. This level supports academic, structural, and value writing. But the truth is that linguistic errors are widespread at all levels. Many still struggle with the right choice of words, the writing of particles, the use of conjunctions, and even the alignment of meaning. However, there are many linguistic errors at all levels. Many people overlook things like word selection, article writing, proper use of conjunctions, and even correction of meaning, (Saddhono and Slamet, 2014).

Chrystal revealed that mistakes made by humans in spoken and written language are found from the use of a certain technique called language error analysis, (Susanti, Agustini, Ratna and Dewi, 2016). These mistakes both verbally and in writing are mistakes that are often made by speakers against their interlocutors, but sometimes the interlocutors

understand the purpose and purpose of the conversation even though they do not pay attention to the structure of the sentences spoken or written.

Method

Qualitative methods were used in this study which aimed to describe the results of research based on the results of language error analysis in the official letter of Socialization of New Student Admissions at STAIN Majene. The descriptive method is research that describes things that exist or occur in a particular field, or region, (Arikunto, 2010).

The study also used morphological, syntactic, and spelling data contained in the letter. The data was sourced from a socialization letter issued by STAIN Majene. Data collection techniques carried out in this study; (1) Collect outgoing letters of STAIN Majene socialization letters; (2) Read and study letters; (3) Data identification; (4) Classify data in the form of spelling errors and inaccuracy in the use of effective sentences in official letters; and (5) Use logging techniques to record error data that the author finds. Sudaryanto revealed that the recording technique is one of the techniques for collecting data through recording. The recording technique is used to record the forms of errors contained in official letters (Meidiana, Suryadi, and Basuki, 2022).

Data analysis techniques, namely reading the socialization letter carefully, noting or marking language errors in letters, classifying language errors found, analyzing data based on language error analysis of morphological, syntactic, and spelling aspects in official letters, and presenting data or by using data analysis procedures, namely identifying, classifying, analyzing, presenting data analysis results, and concluding.

Results

The investigation carried out relates to the thoroughness of an analyst for maximum results. Judging is also done by paying attention to pre-established indicators as an ideal benchmark against something that is investigated or analyzed.

Analysis of language errors is to find writing in an official letter that does not conform to the rules of writing an official letter or that is deviant. The error in question is a mistake that is not in accordance with the norms, rules, or writing procedures that are standard and applicable. The analyzed aspects are related to morphological, syntactic, and spelling aspects.

Analysis of language errors is carried out in order to find and find the cause of language errors (written language) used by a person. The analysis uses a working procedure based on the approach used. It is clear that the cause and description of the error must be properly disclosed in order for the expected evaluation to be appropriate. Based on the documentation of the STAIN Majene New Student Admission Socialization Letter in 2023, it was found that the letter writing errors were as follows:

1. Syntactic Aspects

- a. The writing of the phrase "dear" in the clause "Dear, Mr./Mrs. Principal of MAN/MA/PONPES/SMA/SMK should be written 'Dear,';
- b. The clause "sending one school operator (ICT)" in the first paragraph or opening paragraph should be abbreviation or meaning in parentheses and reply to the parentheses "in this case" should have been written according to the reference abbreviation, i.e. "school operator (OS)" not '(ICT)';
- c. The writing of the opening paragraph should be written with two (2) or three (3) sentences so that the purpose of communication can be conveyed concisely, concisely, and clearly in accordance with the rules of paragraph writing,

"In connection with the admission of new students for the SPAN-UM PTKIN and UMM pathways of the State Islamic College (STAIN) Majene for the 2023/2024 Academic year, we ask the principal to send one school operator (ICT) in order to follow the orientation of the PDSS filling technique, which God willing will be carried out on:"

"In relation to the Admission of New Students for the SPAN-UM PTKIN and UMM Pathways of the State Islamic College (STAIN) Majene for the 2023/2024 Academic Year, through this letter we appeal to the Principal to send school operators as participants in the PDSS application training. Such operators are able to operate computer applications well. The activities will be carried out on:"

- d. Writing an appeal to participants to bring equipment should be clarified so that participants can immediately understand the concise meaning of the content of the letter. For example, from the writing of the clause "For the activity, it is notified of the following ;" should be written with "For the smooth running of the activity, here are the things that must be considered:" or "Things that must be considered for the smooth running of the activity:"
2. Spelling Aspects of Indonesian (2015-present)
 - a. Writing the word 'path' on the Head of Letter. The writing that is in accordance with the Spelling of Indonesian should be interpreted as 'Jln.' Not 'Jl.' Or 'jl.' Or written in full 'road';
 - b. The 'Di' contingency designating the sender's address or place of destination should be written using a lowercase 'di';
 - c. The writing of the absorption element "Assalamu' alaikum wr.wb." in the opening of the letter should be written with the rule of the element in italics 'as-salamu "alāikum wa rahmatullāhi wa barakātuh;"

- d. The writing of the word 'year' in the writing of the academic period should be written using the capital letter "Academic Year";
- e. The writing of the phrase "principal" in the first paragraph or in the opening paragraph of the letter should be capitalized on each word because it is preceded by the greeting 'Mr./Mrs.;
- f. The abbreviation 'PDSS' should be written in full based on abbreviation rules that are not in the previous word or discussion;
- g. Writing colon punctuation '(:)' should not be separated from the previous word because it is not a biodata format or a field, such as ".....on:;"
- h. The writing of a foreign word such as 'lunch' should be written in italics because it is absorbed in its entirety 'lunch';
- i. The wording "local trasfor" should be written with "local transpor" because of the origin of the word transport (English); and
- j. The writing of the foreign word 'link' should be written in italics 'link' because it is an element of foreign absorption.

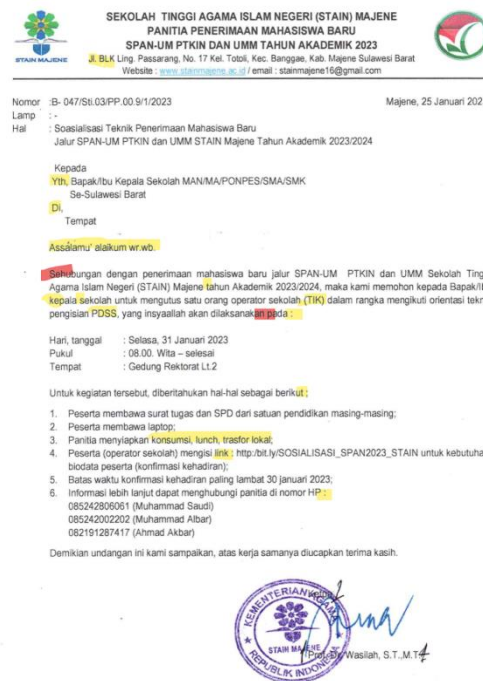


Figure 1 Sample Letter of Socialization of New Student Admission Techniques for the SPAN-UM PTKIN and UMM STAIN Majene Academic Year 2023/2024

Discussion

Based on the results of the analysis, the syntactic aspect in Indonesian in general, the letter writer or letter drafter does not pay attention to syntactic rules. In accordance with previous studies also showed similar symptoms. Writers of official letters rarely pay attention to the technique of writing correct spelling. For example, in the research of Wachidah, Oktavy, and Sari (2019) entitled "Analysis of Language Errors in PPDB (Admission of New Students) Brochures of High School Equivalent to Boyolali Regency." The results showed that errors were found in the level of spelling, morphology, punctuation, word selection or diction, and word writing. The grammatical element Indonesian tends to go unnoticed because the letter writer gives the meaning "the important thing is that the reader understands." This was confirmed by STAIN Majene staff, Mr. Saladin.

In terms of appeals for equipment and activity facilities, the things that must be considered by participants are not parsed structurally. The means of supporting the success of the activity should prioritize things that are considered very important and then things that complement the activity. The requirements for participation and committee are not sorted based on the interests of the activity.

This is not in accordance with what was conveyed by Darma and Kosasi. Institutions use letters as reminders and historical evidence of activities that have been carried out, (Darma and Kosasih, 2012). Letter as a trace and evidence that should provide clear information about the activities carried out and the purpose of the purpose of the letter. If there is a lack of meaning, especially in terms of describing the conditions for participation as a participant, the requirements may not be fulfilled because they misinterpret the sentences in the letter.

Aspects of spelling that have repeated several times the fallacy of use such as capital letters, the use of punctuation marks (commas, colons, and spaces), the writing of foreign absorption elements that do not pay attention to italics and so on. That is, the author or drafter of the letter does not pay much attention to the rules of writing in accordance with the rules of writing an official letter. This is clearly contrary to the nature of the official letter. The author or drafter of the letter also does not pay attention to or has never read comprehensively about Law Number 24 of 2009, regulations set by the Minister of Education and Culture of the Republic of Indonesia Number 50 of 2015 concerning General Guidelines for Indonesian Spelling (PUEBI), and General Guidelines for Indonesian Spelling (2016). This is also in accordance with research conducted by Panike (2021) entitled "Analysis of Indonesian Spelling Errors in the Scientific Work of Class XI Students of SMA Negeri 05 Kepihang." The results of the study concluded that Indonesian spelling errors in the scientific work of grade XI students of SMAN 05 Kepahiang were capital letter writing errors, italics writing errors, preposition writing errors, comma usage errors, and word combination assignment errors.

Based on this and the results of a brief interview to verify the data analyzed it is true that there has never been an official letter writing training in the STAIN Majene personnel during its establishment. It was also found that the influence of the regional language of the official letter drafter was "mixed code" with written language. The thing that happened

in the letter is in accordance with what Saddhono and Slamet (2014) revealed, that many people ignore things like word selection, article writing, proper use of conjunctions, and even correction of meaning.

Conclusion

The conclusions of this study, namely (1) Indonesian language errors in the Technical Socialization Letter for New Student Admissions STAIN Majene there are errors in the level of syntax and spelling, and (2) The factors that cause or influence these errors are the lack of adequate mastery of Indonesian (according to EBI), the understanding of the letter writer does not attach importance to writing according to spelling (which is important the intention is conveyed) or there is no motivation to respond the 2015 Dinas Pendidikan dan Kebudayaan on language, no official letter writing training/workshop has been conducted at STAIN Majene, and the language of the letter writer is influenced by the mother tongue (regional language).

This research is expected to be a reference for immediate training on official letter writing and socialization of the use of Indonesian Spelling (EBI) which is valid in 2015-present. This research can also be used as a reference for evaluation material on the appropriateness of the use of official language in official letters in accordance with Undang-Undang Nomor 24 Tahun 2009.

References

- Arikunto, Suharsimi. (2010). *Research Procedures: A Practice Approach*. Jakarta: Rineka Cipta.
- Alfatihah, A., Ismayanti, D., Syam, A., & Santaria, R. (2022). Teaching Speaking Skills through Project-Based Learning for the Eighth Graders of Junior High School. *IDEAS: Journal on English Language Teaching and Learning, Linguistics and Literature*, 10(1), 152-165. doi:<https://doi.org/10.24256/ideas.v10i1.2555>
- Aini, N., Amalia, F., & Ningrum, A. (2022). Improving Students' Speaking Skill Using Hello English Application as a Medium of Learning from Home. *IDEAS: Journal on English Language Teaching and Learning, Linguistics and Literature*, 10(1), 730-745. doi:<https://doi.org/10.24256/ideas.v10i1.2533>
- Chaer, Abdul. (2008). *Morphology Indonesian Process Approach*. Jakarta: Rineka Cipta.
- Darma, Yoce Aliah, & E. Kosasih. (2012). *Miscellaneous Service Letters*. Bandung: CV Yrama Widya.
- Herpanus, Tedi Suryadi, and Pungli Alitopan. (2019). Analysis of Language Errors in Official Letters in Tanjung Sari Village, Central Kemite District, Sintang Regency for the 2015-2019 Period. <https://doi.org/10.31932/jpbs.v8i1>.
- Ministry of Education and Culture. (2023). *KBBI V 0.5.1 (51)*. Jakarta: Language Agency of the Ministry of Education and Culture.

- Masruddin, M., & Nasriandi, N. (2022). Lexical and Syntactical Errors Performed by Junior High School Student in Writing Descriptive Text. *IDEAS: Journal on English Language Teaching and Learning, Linguistics and Literature*, 10(1), 1094-1100. doi:<https://doi.org/10.24256/ideas.v10i1.3024>
- Ministry of Education and Culture. (2016). *General Guidelines for Spelling Indonesian*. Jakarta: Language Development and Development Agency.
- Panike, Dwi Dian. (2021). *Analysis of Indonesian Spelling Errors in Scientific Papers of Class XI Students of SMA Negeri 05 Kepihang*. (Thesis). Bengkulu: IAIN Bengkulu.<http://repository.iainbengkulu.ac.id/7001/1/SKRIPSI%20DWI%20DIAN%20PANIKE.pdf>
- Reza, Meidiana, Suryadi, and Rokhmat Basuki. (2020). Analysis of Indonesian Language Errors in Writing Village Office Office Letters in Lebong Upper Lebong District, Lebong Regency. DOI: <https://doi.org/10.33369/jik.v6i1.19812>.
- Saddhono, K., & Slamet, Y. (2014). *Learning Indonesian language skills: Theory and application*. Yogyakarta: Graha Ilmu.
- Susanti, Ratna and Agustini, Dewi. (2016). Analysis of Language Errors in Outdoor Ad Writing in Surakarta City. Vol. 2 No. 5. (Journal of Saintech Polytechnic Indonusa: Surakarta. <http://sainstech.poltekindonusa.ac.id/>.
- Tarigan, Henry Thunder. (2011). *Teaching Language Error Analysis*. Bandung: Angkasa.
- Law of the Republic of Indonesia. (2009). Law of the Republic of Indonesia Number 24 of 2009 concerning Flag, Language, and National Emblem, as well as the National Anthem. Jakarta.
- Wachidah, Miftachaturrohmatil, Nindi Rahma Oktavy, Megawati Indah Sari. (2019). Analysis of Language Errors in PPDB (New Student Admission) Brochure of Senior High School in Boyolali Regency. doi: 10.26418/ekha.v2i2.33025.
- Waridah, E. (2016). *EYD and About Language-Indonesian*. Jakarta: Kawan Pustaka.
- Zazkia, Izza, Yusak Hudyono, M. Rusydi Ahmad. (2020). Analysis of Indonesian Spelling Errors in the Official Letter of the East Kalimantan Provincial Forestry Service Office in 2018/2019. doi: <https://doi.org/10.30872/adjektiva.v1i1>.