

ABSTRACT

Wita Putriyani. 2025. *“The Ability of Grade VII Students of SMP Negeri 2 OKU to Analyze the Content and Purpose of Official Letters”*. **Thesis.** Indonesian Language and Literature Education Study Program, Faculty of Teacher Training and Education, Baturaja University. Advisor I: Dr. Bambang Sulisty, S.Pd., M.Pd., Advisor II: Emilia Contessa, S.Pd., M.Pd.

The purpose of this study is to describe the ability of class VII students of SMP Negeri 2 OKU to analyze the contents and purpose of official letters. The research method used is the descriptive method. The population and sample of this study, namely class VII.2 totaling 33 students. The data collection technique for this study used multiple choice tests and questionnaires. Then, the data analysis technique used the percentage formula. Based on the results of the study, namely the average percentage of the ability of grade VII students in analyzing the content and purpose of official letters was 76.66. Students who scored between 80-100 were 60.61%. Students who scored between 66-79 were 3.03%. Students who scored between 56-65 were 36.36%. Based on the results of the questionnaire data analysis, it can be concluded that what influences students' difficulties in analyzing the contents and objectives of official letters are, first, students often have difficulty in analyzing the contents and objectives of official letters, second, students rarely ask if there is material on analyzing the contents and objectives of official letters that are not yet understood. Based on these results, it can be seen that students' ability to analyze the contents and objectives of official letters is quite good based on the assessment scale.

Keywords: *ability, analyze, official letters*

ABSTRAK

Wita Putriyani. 2025. “Kemampuan Siswa Kelas VII SMP Negeri 2 OKU Menganalisis Isi dan Tujuan Surat Resmi”. **Skripsi.** Program Studi Pendidikan Bahasa dan Sastra Indonesia, Fakultas Keguruan dan Ilmu Pendidikan, Universitas Baturaja. Pembimbing I: Dr. Bambang Sulisty, S.Pd., M.Pd., Pembimbing II: Emilia Contessa, S.Pd., M.Pd.

Tujuan penelitian ini adalah untuk mendeskripsikan kemampuan siswa kelas VII SMP Negeri 2 OKU menganalisis isi dan tujuan surat resmi. Metode penelitian yang digunakan, yaitu metode deskriptif. Populasi dan sampel penelitian ini, yaitu kelas VII.2 berjumlah 33 siswa. Teknik pengumpulan data penelitian ini menggunakan tes pilihan ganda dan angket. Lalu, teknik analisis data menggunakan rumus persentase. Berdasarkan hasil penelitian, yaitu rata-rata persentase kemampuan siswa kelas VII dalam menganalisis isi dan tujuan surat resmi sebesar 76,66. Siswa yang mendapat nilai antara 80-100 sebesar 60,61 %. Siswa yang mendapat nilai antara 66-79 sebesar 3,03 %. Siswa yang mendapat nilai antara 56-65 sebesar 36,36 %. Berdasarkan hasil analisis data angket dapat disimpulkan bahwa yang mempengaruhi kesulitan siswa dalam menganalisis isi dan tujuan surat resmi, yaitu *pertama*, siswa sering mengalami kesulitan dalam menganalisis isi dan tujuan surat resmi, *kedua*, siswa jarang bertanya jika ada materi mengenai menganalisis isi dan tujuan surat resmi yang belum dipahami. Berdasarkan hasil tersebut dapat diketahui bahwa kemampuan siswa menganalisis isi dan tujuan surat resmi sudah cukup baik berdasarkan skala penilaian.

Kata-kata kunci: *kemampuan, menganalisis, surat resmi*