

CHAPTER V

CONCLUSION

In this chapter covered conclusion and suggestion. The conclusion was based on the findings and discussion which has been discussed on the previous chapter.

A. Conclusion

Based on the findings and discussion, it can be concluded that the learning opportunities represented in the English Business Correspondence textbook covered reading, writing, and listening. Whereas, the learning target offered in the English Business Correspondence syllabus are to make the students able to know parts of the business letter; the format of business letter, to write inquiry letter; offering letter; order letter; complaint letter; adjustment letter; letter of collection and electronic mails.

Related to the findings, the learning opportunities given on English Business Correspondence textbook have fulfilled the learning targets on the syllabus. It is shown on the table of analysis the learning opportunities and learning targets attached on the appendix. All of the objectives related to the topics in the textbook but there were two learning opportunities that represent the learning targets implicitly as on session 13 (thirteen) and 14

(fourteen. However, reviewed to the previous study, the learning opportunities given based on the instruction needs to be improved in order to give more experience toward the students so that students will have varieties of task both inside and outside classroom.

B. Suggestion

From the result of the study, it is suggested to update the source of the material in order to complete reading materials with real object and sources taken from the internet so it will be easier for the students when they face the real job. Moreover, the instruction of the task is also needed to be added with kinds of task and activities both inside and outside classroom. Furthermore, there are a lot that can be improved in order to make a better study, so it is hoped to explore more about the textbook for the further study.