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Inquiry Strategy for Basic Legal English Administration Civic Coresspondence as University Learning System

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Abstrak

Mata kuliah Pembelajaran Administrasi Kewarganegaraan berisi tentang bagaimana mahasiswa perguruan tinggi memahami dan memahami aplikasi untuk mewujudkan Standar Administrasi Internasional tentang mendahului menuntut dan berdebat korespondensi dalam konteks tertulis dengan mengatur keandalan Bisnis dalam Konteks dan regulasi Internasional. Metode sebelumnya hanya diterapkan karena pembelajaran yang bermakna atau pembelajaran pengajaran kontekstual pertimbangan untuk perbaikan, dalam istilah ini, lebih baik untuk menganalisis tentang administrasi siswa dengan materi bahasa Inggris dalam hal kebutuhan urgensi untuk membaca teks kasus untuk proses perdagangan karena membutuhkan pemahaman intensif keterampilan menulis inferensial untuk mengatur Surat Bahasa Inggris sebagai Korespondensi Internasional untuk Menjelaskan arti Materi Pelajaran untuk Internasional Aplikasi. Dengan mengumpulkan langkah-langkah Pengajaran dengan Data Literal, Peneliti memajukan argumen dengan Penjelasan Kualitatif Deskriptif untuk memberikan Analisis agar hasilnya lebih lanjut. Bahwa dalam hal ini, dosen menginstruksikan Mahasiswa untuk menyusun surat tertulis yang dikaitkan dengan Korespondensi Internasional untuk Administrasi Internasional karena Subjek dapat menyimpulkan Aplikasi Kontekstual dalam Materi Administrasi Swasta Internasional bukan hanya teori tetapi juga aplikasi kontekstual bahasa Inggris dengan strategi inkuiri.

Kata Kunci: *strategi Inkuiri, sistem pembelajaran universitas, korespondensi Bahasa Inggris*

Abstract

Civic Administration Learning subjects contains about how students of university understand and comprehend the application for realizing International Administrative Standards about preceding demanding and arguing correspondence in written context by arranging Business reliability in International Context and regulation . Previous methods are merely applied because of meaningful learning or contextualized teaching learning consideration for improvement, in this term, it had better to analyze about administration students with English material in regard for needs an urgency to read a case text for trade proceeding as it requires intensive understanding inferential writing skills to arrange English Letter as an International Correspondence to Explain the meaning of Subject Matters for International Application. By collecting steps of Teaching with Literal Data, Researcher advances arguments with Descriptive Qualitative Explanation to provide Analyzes in order that preceding the result. That in this case, lecturer instructs Students to arrange written letter linked to International Correspondence for Administration Internationally as the subject can infer contextual application in international private administrative material instead of just theory but also english contextual application with inquiry strategy.

Keywords: *inquiry strategy, university learning system, english language correspondence*

INTRODUCTION

University Learning style is not mere adaptive as school activity learning progress as it can be measured with Pedagogical Learning Subject for Achievement Comprehension in delivering materials for University Students as the way of the steps about this Learning Strategy should imitate Contextualized and Integrated Curriculum for application Improvement. The Final Effort of written International Private Administrative Letter can be approximate value in designing materials fit and proper for basic skills of Academicals English when most of the students are not adequate enough to comprehend English written Language when most of written English materials have to theoretical instructions only as it is not to the functions. "Furthermore, since communication is a process it is insufficient for students to simply have knowledge of target language forms, meaning and function." (Freeman, Diane Larsen - Freeman, 1985).

The Previous ones are not yet adjustable to pertain Recent Curriculum to advance category in maintaining immerse Curriculum for skills Integration. In the other hand, in 2006 Endang declared that there's another strategy which has complex and immerse steps in teaching not only based on context, but also provides observations from students to know function and authentic source of materials learnt, that is inquiry strategy.

Therefore, there are many reasons for arguing that contextualized teaching is very impossible to apply when adequate interactions are solely identical to one way explanation as teacher stands for way in delivering materials with single master Instructor as there is no another

interaction for another way for communication as many of that requires simple analogy for interaction, that is strategy. "Strategy is a plan designed for a particular purpose" (Hornby, 1995). Which are various method could be permitted and chosen very tight based on the strategy.

Inquiry can share its functions to deal with materials deliverance as about English Correspondence for administration students cannot be always immerse with direct explanation as most of non amateurs can master the skills as well. Because it provides five cycle characteristics to comprehend students in learning English. "Cycles derived by Observing, Inquiring, analyzing and creating theory both personal and group (Endang, 2006).

The cycle actually has no ambiguity when integrated to the materials because English Correspondence is not able to provide simple forms in arranging letter with International Standards without any suitable strategy, English Correspondence may be integrated to the strategy, When students are still difficult to compose the sentence in arranging letter the English Written Skill should include Contextualized Character of International Private Administrative can apply its way to find key words in Inquiry strategy.

In that way, lectures can minimize characters of explaining materials in details rather than beginning the forms of creating capacity in teaching composing International letter with difficult words to apply. The key from the strategy is the students find out answers by their self. "Inquiry is actually Complex idea, many things for many people in various context" (Endang, 2006). As the principles of Inquiry learning has general principles which must comply by lecturer as follow in the steps. Approach to teaching which is based on the following principles: 1) Learners advance process associated with discovery and inquiry by observing, inferring, formulating hypotheses, predicting and communicating; 2) Lecturers use a lecturer style which supports the processes of discovery and inquiry; 3) Textbooks are not the sole resources for learning; 4) Conclusions are involved in planning, conducting and evaluating their own learning with the lecturers playing a supporting role; and 5) Number of language teaching approaches make use of discovery - based approaches to learning, particularly communicative language teaching. (Richards et al, 1993).

The teaching Integration can provide simple research. "It begins in observation and then advance to understand concepts or phenomenon (Endang, 2006) That is therefore Contextualized pattern which is to differentiate information, recall information and to gain emotional or other kind of valued respond from a passage must be included in reading comprehension.

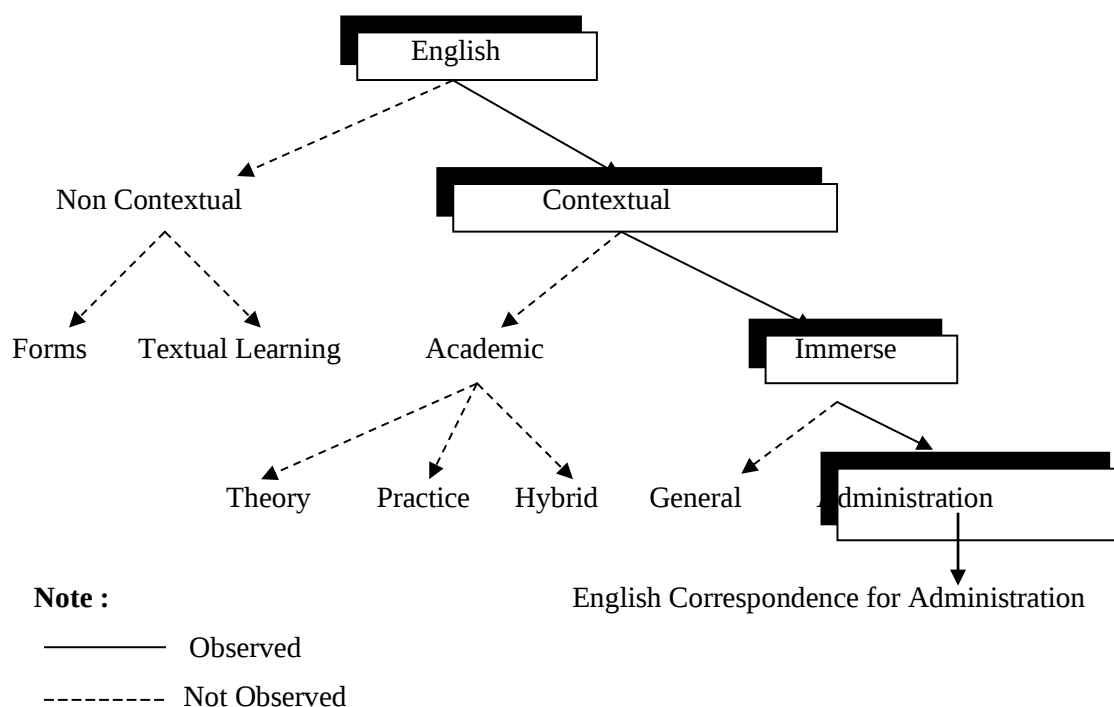
Frankly, the adequate sustainability in arranging English formal letter is not only providing

standard English composition but it can be adjusted with Local and English words to arrange a good letter with finding key words for English Difficult Words. With The Strategy of Inquiry most of Students of Administrative are trained to search difficult word and tenses in predicate to arrange sentence and know the meaning of the discourse as Private Administrative Regulation states. With the interaction, some of them can assemble words to be specific and effective sentence for writing administration letter.

RESEARCH METHOD

In this chapter, the discussion discuss about the way of how Inquiry strategy could apply to basic Administration Students with basic skills of comprehension in composing English Formal Letter for Administration Students with descriptive qualitative ways in arranging observation with literature or related literature for study.

Figure 1. Concept of Research



The Objective of this research is to know about how does Inquiry strategy work for basic Students of Administration to improve their skills in composing good legal International Letter as The research analyzes about the process in English Correspondence.

RESULTS AND DISCUSSION

This is considered that English Correspondence should be applied according to the real life Circumstance. However, it also relates students ability and ideas to the real

atmosphere they should face to apply standard English Written methods of composing English Formal Letter. Realizing importance of this learning for students daily circumstance. Honestly, inquiry should deal with real situation they should deal with administration class in English the ways described as the steps follow:

1. Simulation

Lecture stimulates Students as if as they were Applicant candidates who are willing to apply job.

2. Problem statement

Students are about to be perplexed in compiling good Application Letter in English with no basic.

3. Data collection

Lectures then instructs Students to arrange mixed languages for application letter for applicants.

4. Data processing

They have preceded the mixed Application letter like that :

Lyndon Christine

Old Humming ton

Abby stand 14

Grass road 17

London, England

January, 17 th 2010

To dear

Wirawan pamuji

Marketing Manager

Shang Wira Dharma Corporation

Demak Selatan 5/70

Surabaya

I am proposing to your corporation as (*hormat saya*)of advertisement in Jawa Post November 15th for a position sales women supervisor. I (*melampirkan*) my resume to ensure my fitting for the described candidate you explained.

I received my bachelor of economy from University Of Airlangga Surabaya last year. Also I (*pernah kerja*) as a part time with several companies in Jakarta during the past two years. Please accept my resume for this thank you for your attention. Looking forward to hearing from at your earliest (*Waktu senggang anda*).

Sincerely

Lyndon Christine

1. Verification

Students make a pair to ask their friends one each other to answer the key words and try to make the words as a preparation for next interview as the discussed letter has done for completion.

Lyndon Christine

Old Humming ton

Abby stand 14

Grass road 17

London, England

January, 17 th 2010

To dear

Wirawan pamuji

Marketing Manager

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Sincerely

Lyndon Christine

2. Generalization

The verifications have made a conclusion about when the students are difficult to understand the meaning they could keep writing the letter in Local Language mixed with English but no matter what it translates altogether with their roommates. (Riyanto, 2012). The inquiry system is an educational process that aims to help students see meaning in the academic material they are studying by connecting academic subject with the context of their daily lives, that is, with the context of their personal, social and cultural atmosphere. To achieve this aim, the lecturer can be using authentic assessment, that in this case, lecturer commands students to collect difficult words of Indonesian and for that the instructor can facilitate students make the local language as can be altogether translated in English with the lecturer and memorized as preparation for Interview.

CONCLUSION

Teaching Based-on inquiry strategy about searching the difficult words are adjustable for basic skill student for its adaptive materials for conceiving new knowledge they have acquired for Administrative Correspondence. In the contextualized teaching learning process, lecturer and student must have no gap, they do learn hard-in-hand without emphasizing fixed rules when lecturer does not imply meaningful learning, So that English Correspondence suitable for Administration class is not about confused text containing questionable words but it relates stimulation to enlarge collaboration of ability in observing and evaluating learning methods for the class.

In the contextualized teaching learning process, lecturer and student must have collaboration in performance in discussion for collaborating good learning process in class as the inquiry strategy merely applied for meaningful learning or contextualized teaching learning consideration for improvement, consequently the strategy is applied to motivate independence character of maintaining students ability in writing English with ignoring difficult words

Administration students with English material in regard for needs an urgency to read a case text for trade proceeding as it requires intensive understanding inferential writing skills to arrange English Letter as an International Correspondence with giving second options in seeing dictionary for further explanation in adequate assemble composition in English written skill ahead by not designing matters of words meaning consideration at a first time. That in this case, lecturer instructs Students to arrange written letter linked to International Correspondence for Administration Internationally with following Inquiry strategy example of the letters with local and English Language memorizing strategy

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