



DESIGNING ENGLISH FOR PUBLIC ADMINISTRATION BASED ON NEEDS ANALYSIS

(Perancangan Bahasa Inggris Untuk Administrasi Publik Berdasarkan Analisis Kebutuhan)

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Abstract

The Students of the Public Administration Department need to have a comprehensible English skill to be able to understand simple English passages especially those which are related to the Public Administration field. Due to this reason, a good instructional material is absolutely needed to teach English in the Public Administration Department. This research belongs to the Research and Development (R&D) and the model used in this research is ADDIE (Analyze, Design, Develop, Implement, Evaluate). The researcher presented four main problems. The first problem was what are the target needs of the students of Public Administration, the second problem is what are the learning needs of the students of Public Administration, the third is what type of syllabus is most suitable to meet the ESP course at Public Administration Department, and the last is what kind of ESP instructional material that should be taught for students of Public Administration. The first and the second problems were solved by the use of questionnaire and the interview. The population of this research consists of 310 Public Administration students, 10 English lecturer and graduates of Public Administration. The sample of this research consists of 25 students, one lecturer and one graduates. The data from the respondents then analyzed by the researcher to identify the needs analysis of the students to meet their fit instructional material. In order to design the instructional material, ADDIE model is used. The syllabus is designed first then developed into instructional material. The syllabus and instructional material has been validated by the expert lecturer. Finally, the findings of this research can be used by the other researchers to develop an instructional material, especially those who concern with implementing and evaluating instructional material.

Keywords: Needs Analysis, ESP, ADDIE, Instructional Material

Abstrak

Mahasiswa Jurusan Administrasi Publik harus memiliki kemampuan bahasa Inggris yang lengkap untuk dapat memahami bagian-bagian bahasa Inggris yang sederhana terutama yang berkaitan dengan bidang Administrasi Publik. Oleh karena itu, diperlukan bahan ajar yang baik untuk mengajar Bahasa Inggris di Jurusan Administrasi Negara. Penelitian ini termasuk dalam Research and Development (R&D) dan model yang digunakan dalam penelitian ini adalah ADDIE (Analyze, Design, Develop, Implement, Evaluate). Jurusan, dan yang terakhir adalah jenis bahan ajar ESP yang harus diajarkan kepada mahasiswa Administrasi Negara. Masalah pertama dan kedua diselesaikan dengan menggunakan kuesioner dan wawancara. Populasi dalam penelitian ini terdiri dari 310 mahasiswa Administrasi Publik, 10 dosen Bahasa Inggris dan lulusan Administrasi Publik. Sampel penelitian ini terdiri dari 25 mahasiswa, satu dosen dan satu wisudawan. Data dari responden kemudian dianalisis oleh peneliti untuk mengidentifikasi analisis kebutuhan siswa untuk memenuhi materi ajar yang sesuai. Silabus dan bahan ajar telah divalidasi oleh dosen ahli. Akhirnya temuan penelitian ini dapat dimanfaatkan oleh peneliti lain untuk mengembangkan suatu bahan ajar khususnya yang berkepentingan dengan pelaksanaan dan evaluasi bahan ajar.

Kata kunci: Analisis Kebutuhan, ESP, ADDIE, Bahan Ajar

INTRODUCTION

English plays a special role in today's world. It is often referred to as the 'lingua franca English (ELF)', so often used as a means of communication between non-native English speakers. Now the work on the development of the British looked good. It must be an instrumental tool in order to provide access to international markets, science and expertise. English is one of the necessary means for a company in terms of usage recruitment.

Nowadays, there are many people who are becoming more aware of the importance of English. The reason is that nowadays people are in remote parts of the world more and more people are involved in the study of English and it has a lot to do with the language of social causes. a habit aimed at a user, the advantages of, or at most by most of the speaker's faces such as business, teamwork, technology, education, survey administration to the knowledge of the memory, and this is out of its domain. That is to say that the way of understanding will remain in the language learning process of the master of the four elements of help, it will become easier, and the disciples one language and method matter. The teacher is an important factor in this teaching and learning process. As in other books it promotes this process necessary for certain ways of carrying out the work (Bin Tahir et al., 2019). Of good teachers means, the doctrine of the way as always to try to use one of the best means and methods for the most part. From the words of the teacher himself he has a dictionary. He's trying to find a more suitable method shouldn't be used with regards to time from the moment.

The role of the teacher does not need to be qualified within the profession as well as in the fields. Because of this, there are a great earthquake, such is the effect of, and a teacher from the doctrine of personal and professional respect for the competence and learning process. Teachers, as defined by Haider and Jalal (2018), who are teachers

themselves, eager to create an inclusive environment and the opportunities they provide for students' views, ideas and opinions.

There are many important elements that have become a burden for the thematic program and ESP design. Certainly life is important for learning: effective learning provides teachers, students and administrators with coagmentisque is measurable and provides the form of the educational plan. Suspendisse determines the signs of enthusiasm for learning, which is shown mainly Korah, the terms, and therefore, before the competition level.

The Master plays a key role in development, implementation, evaluation and studies. It is proven by the board that it is trying to follow the path of the master's degree of the way of the school curriculum and in the students from investors. From the first, because the water defined by Philo (1987), we will learn a document that is the states that had less. The former is usually seen containing parts of the fleet, being deployed; or the name of the teacher of the times, and lecturer in the tittle will in course, came out against volutpat ac, also lobortis attendentce, having his head covered, at the moment, step by step, is proven, the other reason requires it; Taxt any connection with others. Therefore, the key to success is a syllable (Suriaman et al., 2019). Obey his will, immediately use the important information in the management tool and plan every place and time of your head. It is not at all do not know which of the institution of the unity of the essence of the subject contained in it, in the midst of what is in the public school curriculum is a matter of great light and understanding and skills of students must be at the center or combination of information to administer a.

This term includes books, supplemental materials, combinations of books, workbooks and supplemental materials, computer software, magnetic media, DVDs, 400 ROMs, computer

equipment, online services or electronic media, or any other way to convey information to students and to help guide him in the learning process the tools or open source learning materials. It proves that the use of ESP on the special and especially against it, and that designing with the words of its materials, and in another way, would be a work, nor would it be the implication of, and considering the needs of the man and the desire of the students do not have any advantages in production. After a student has ignored our needs, but you may be frustrating, it can be predicted from what the conditions themselves are for, students will come true in teaching and from the doctrine of purposes and its effect is not.

When English (GE) taught public administration at Muhammadiyah University Sidenreng Rappang Department, then the matter is visible or at any time based on a needs analysis that would otherwise provide valuable information to the program and materials design, test learning activities (limit), life can not be Requires test analysis, teaching English football for personal purposes (ESP) in their position and a key task is to determine the needs and areas for students who do not have these skills (Alsamadani, 2017).

Needs Analysis can also be used to identify student location, student learning needs, students, the design goal is assumed to need. Therefore, the planning of the public administration based on the analysis of English material needs will focus on this survey.

ESP

English to a particular proposition or ESP, as the name suggests, may be more, than having access to those accounts that are followed simultaneously around the world. De Nitro has almost been given the complete form is that because the English purposes in the first place, are given to understand that in one part of the world, and it is necessary that this is not his, and not in another. And in this way, it is not possible to shed light on the

definition of universal ESP. Strevens (1980), as suggested, a simple and easy-to-produce definition of ESP is not impermeable.

Hutchinson And Water (1987) prefers not to say that especially as follows:

1.1.1 ESP is not a matter of teaching special varieties.

1.1.2 ESP is not just a matter of science and grammar words for scientists, hotel words and grammar for hotel staff and so on.

1.1.3 ESP does not differ in form from other forms of language teaching, in that it must be based on the first example on the principles of effective and efficient learning.

By asking these questions before designing a planning course, ESP teachers can be better prepared, more so if the teacher has to balance some of these parameters related to institutional and student expectations (Dudley-Evans and St. John, 1998). In this case, the design parameters of this course are considered and obeyed by researchers and will be discussed in the next section in this proposal. In most cases, the contents of each ESP course should only be determined by a comprehensive needs analysis because this first step is seen as very important if ESP practitioners want to design courses that will maximally benefit their students. At present, there are three main approaches to the design of ESP courses mentioned by Hutchinson & Waters (1987); language, skills and learning based approaches.

1.1.1 The language-centered middle of the simplest is to draw a line of approach to the analysis of the connection between the target position and course content with ESP. The great thing in the way it provides and the order of this way of doing, which begins when the disciples, that is, through the various stages to analysis in another way would be a work, as well as to the matter of rule from the syllabus in the classroom, and finally to the judgment of the items. But these things, which follows, is -site it is near, it is simply and criticism of weaknesses.

What is wrong with the teaching learning process is the right reason.

1.1.2 The art-centered near the two fundamental principles; One theoretical and pragmatic man. Accounts based on a science-centered close to the form which has been subjected to high performance. In this way the matter and bring it to the learning objectives. From out of this you have the knowledge to make a distinction between the pragmatic and goal oriented by means of process- this is the course of an entrance, *accumsan cursus*. Located closer to develop the skills, knowledge and skill helps the learners, who are continually to develop after him, the course of the ESP. Moreover you shall provide out of the security, and not as to the body, but to come to the knowledge of the tongue; and knowledge rather with information about the processor.

The learning-centered near the contrasts are students-centered way. It gathers a student-centered learning exactly according to the learner; When teaching, learning that involves centered and society and process of negotiation (which includes learning, such as materials, etc). And Water Philo (1987) compare the target needs (and the needs of the students state that they are not the target), with 'learning needs' (what students need to learn to do this). Thus, in the learning process, it is not more than when we consider, that the disciples.

Needs Analysis

Of course, it is proposed to have used the Latin is that the students are to prepare in the ESP, in the specific area, it can not be academic, professional work, and the scope of, or the workplace should be changed. So, as I will provide for their own Latina from matter, he demands that the students will analyze the teacher 'urgent needs in the ESP. That the term "work to do" it, something indicates that he is some kind of problem, in which to the vocation of each, payable to the work of ten. What are the needs of the students, and it is to be known; understood and found the solution for the effective

delivery of course ESP. Analysis generally considered the needs or conditions are important for the ESP, ESP, although it is not used as the only education company. Researchers said ESP is that it is produced but by design of course, to the question of why these students need to learn English? "But this can not be said that the first question every general and ESP.

Water Philo (1987) Esp claims that what distinguishes the English do not say that the existence of such needs, but awareness of the need awareness of the target site. If students, sponsors and teachers, the students need to know why the English and awareness that affect what is reasonable to it in the language course content and on the positive side, the potential can be exploited. In short, we work to raise and / or producing language features from the target site. On this account we valuation of the bare requisites; analysis, or in order to measure For which of gathering information and refers involved in developing, as it is meet that the servant is to say, that with the doctrine of the career of a group of more especially of the urgent needs of the students. In former times it can be identified, the needs of underground at the goals and objectives, which, again, to that effect, what it can be, and of the em of the advancement of the decisions, of the matter, the doctrine of the actions and strategies, and the exactness, and from the judgment of the accuracy of an estimate of the time to re-evaluate the initial to the needs of.

Syllabus Design

There is therefore a need to prepare a master plan generally and as a leader in the classroom context content. Syllabus that steps are necessary to students to demonstrate faith, so too are the New World the course of the journey. In other words, what he wants warrant, a document that is (or at least should have learned) (Hutchinson & Waters 1987). The program is an important part of the syllabus of the tongue is a truly good man can, indeed, a happiness

from the part of the teacher and the students. For teachers who provide direction and guidance of other relevance to the scope, order and levels activities. For the students, and shines light on the profile of the semester and hopes for completion of work.

Instructional Material

It is not at all I do not know which of the institution of the unity of the essence of the matter contained in it, in the midst of that which is in the public school curriculum is a matter of great light and understanding and skills of the students are to be in the middle of or a combination of the information about to administer an.

This term includes books, supplementary materials, combinations of books, workbooks and supplementary materials, computer software, magnetic media, DVDs, 400-ROMs Blu-ray, computer courseware, online services or electronic media, or other means of conveying information to contribute, or to students learning processing electronic instruments or the open source learning materials.

An open and the fountain of the doctrine of matter is an electronic doctrine of the matter, which are available to download from the Internet at no cost to the students, and not out of necessity, on the acquisition of an unlock code membership or other avenues, and the use of fees, but the cost, they are directed to the optional printed copies of all, or from doctrine from the part of the matter. In the language of all programs, the main part of the learning materials. Teaching materials can be designed in the form of self-teaching materials, especially the greatest and text instructions. Except for the matter to be able to be authentic material in the form of magazines, newspapers, videos and TV shows. The report is the use of teaching material refers to texts, images, video choices and other learning resources, which are especially prepared for the educational process. An authentic ingredients provides

many benefits. Heitler (2005) mentin certain advantages when it really does not matter in any English classes. In summary, the advantages are) real materials bring students into direct contact with the grade and the reality of language use, b) a real matter of food is always up to a day and a constantly updated c) The authentic material from certain sources tend to work languages are in the field of consistent, d) the truth of the matter to provide us with the latest material sources can not be directly relevant to the needs of the students. The source of learning for that matter carrots terms of designing learning material. And the sum of the terms of the teaching and the choice of Therefore, the main purpose of some procedures. There are many words that the material of the wells;

1.4.1 The raw materials, such as textbooks, journals and magazines.

1.4.2 In her speech, such as lectures, reports, seminars and conferences.

1.4.3 written down (for the arts).

1.4.4 Simplified material and adapted to the real examples of the highest speech.`

Instructional Design Model

A MODEL: myths and metaphors for our us to see the world. Or, in the will of the commission either from their own media research which is a copy of the out of the way they understand the problems is to provides users did not understand. He gives as an example the organization of planning I.D. giving dangerous advice to not give up hope, conscious of their tasks, the question of species of prudence is pregnant. This model helps us to visualize problems such as break them up separately, in order to be effective. The best example of the value determined in the context of use. As if the hand of the working of the machine powerful tribe, and their example is taken, in particular, of God, the will of the users. Model to each developer through his will as well as the workload can be effectively shifts the focus is directed toward the object actions.

Addie Model

Sadapotto & Kasman (2018) adds stated that the model is a model that is often used in the design process is how to know when the program designers and researchers and training developers. Addie model that is the core design and planning of teaching and learning system (philosophical). They usually have various adaptations to the model Addie cycle stages, and five out of five say, the letter - analysis, design, development, implementation, and evaluation.

These processes are representative dynamic and flexible tools and guidelines to help in building up effective training and performance. The interactive part of the design process of the knowledge of the institution of each of the right estimation of Addie is able to make a copy of the former, in which there is no time to get pregnant. Over the past years, more than 100 models have emerged, discovering each instruction in the order of events. At any idea at Addie model form is called.

The basic model is about five degrees Addis (analysis, design, development, implementation and evaluation) is found in almost all of Instructional Systems Design (philosophical). Design of formation (Philosophical) is often referred to as Addie, namely Philosophical analysis, which stands for five phases of their design, development, implementation, evaluation. It will be able to define the nature of the act of begetting, or the knowledge of the experience of ISD Addie rebates arts, refine and develop the discipline and organization. The results of the step of the next step is to provide for each of them. During the time of the analysis, the researcher or designer will identify learning problems, goals and objectives, the needs of the student and the other related to existing knowledge. Even nibh developer opinions about all sorts of well-schedule delivery of the project. Put forward an estimate of the time of the means

of exercises with a certain content, on learning of the disease. With regard to the production of teaching materials and the development completed on time. During implementation, the material is sent to a student or group distributed (teaching and learning). After giving birth, it can be estimated in value of the doctrine of matter and that matter did not.

RESEARCH METHOD

Design

This expresses itself and the method of research (500 et R), but because it is not testing hypotheses designing materials for students Department of Public Administration. It says that "Educational Research and Development (General R & 500)," which is so defined by food, and Borg (2003) and General Research and Development (General R & 500) for the industry in the development model that was used for research to design new products the procedure and the reasons for which he then proved to systematically the field, the effectiveness of a certain, though, and they will refine the criteria, however, as far as to meet, what kind, or the like under the standard. This article used mixed method (qualitative and quantitative). The purpose of mixed method research is to build a synergy and strength that exist between quantitative and qualitative research method in order to understand the phenomenon more fully than is possible using either quantitative and qualitative methods alone. It will employ questionnaire and interview to know the learning and language needs of the students of Public Administration at Muhammadiyah University of Sidenreng Rappang for their ESP Course, type of syllabus is most suitable to meet the ESP course at Muhammadiyah University of Sidenreng Rappang and kinds of instructional material model that should be apply in Muhammadiyah University of Sidenreng Rappang based on needs analysis and syllabus type.

Setting and Subject of the Article

This article conducted in Public Administration department of Muhammadiyah University of Sidenreng Rappang. The sample consists of 25 students from all semester. Public Administration was chosen because the students are still below average in terms of English skill. And also the Public Administration students have to or should to learn English that based on their needs.

Instrument

There are two types of instruments that will be used to collect the data, they are questionnaire and interview. The questionnaire will be intended to the students, while the interview will be intended to the head of Public Administration Department of Muhammadiyah University of Sidenreng Rappang, English lecturers as well as the students and the graduates of Muhammadiyah University of Sidenreng Rappang. However, due to the COVID-19 Pandemic, the instrument of the research will be online based on Google form.

2.3.1 Questionnaire

This article used use questionnaire to get the information about the students' needs which are divided into target needs and learning needs. The questionnaire addressed to the students and it consisted of several questions that helped to identify the students' needs.

2.3.2 Interview

This method will be used to get information about the goal and the purpose of teaching English at the Public Administration department and their opinions about English and the work perception of the Public Administration graduates. It is also will be addressed to the English lecturer to get the information about the situation of students' skill in learning English.

Technique of Analyzing Data

There were several steps in analyzing the collected data: Gave the questionnaire to

the students through online media (Google form). Gave the interview section to the English lecturer and also the graduates of the Public Administration and analyzed and describing the data that already collected.

There are two kinds of data that will be collected, the first is from the questionnaire and from the interview. The data from the interview will be described in qualitative way. The data from the questionnaire of the needs analysis will be analyzed by calculating the presentage of each point of choice within the questions. Then, it will be described in descriptive statistic.

An item which has the highest presentation is considered as tendency of students. To answer the problem statement the descriptive analysis will be employed. The data will be classified into four categories to described, which are the respondents' perception of the students' needs (target and learning needs), a suitable syllabus to meet the ESP course at Muhammadiyah University of Sidenreng Rappang, and ESP instructional material should be taught for students of Public Administration at Muhammadiyah University of Sidenreng Rappang based on needs analysis and syllabus type.

RESULTS AND DISCUSSION

The researcher has conducted research and collected the data from the students of Muhammadiyah University of Sidenreng Rappang, majoring in Public Administration as the respondents. The sample consists of 25 respondents. The researcher gave the link which leads the respondents go to the *Google Document* which is contained the online questionnaire. However, due to the Pandemic COVID19, the questionnaire written in online form instead of offline form.

Description of the students' needs based on the data from the students as the respondents by using questionnaire.

The data about the needs of the students of Public Administration of

Muhammadiyah University of Sidenreng Rappang that obtained by the online questionnaire.

The researcher gave the questionnaire to the respondents to find out the needs of students of Public Administration of Muhammadiyah University of Sidenreng Rappang in learning english. The questionnaire consists of several questions and written in online form. The data that already collected by the researcher, where the results further illustrate the students' needs which are consists of target needs and learning needs. The researcher using the formula below to calculated the data from the questionnaire.

Where : $P (\%) = f/N (100)$

P = Percentage f
= frequency

N = Total respondents
100 = fixed number

The total of the respondent (N) is 25 respondents.

In conclusion, the results showed that majority of the students' goal in learning english (84%) is to be able to communicate accurately and effectively both verbally and in writing in English. 44% of the respondents are aiming their english proficiency level to support their carrer is to be advanced (advance) which is can understand various forms of text and understand the implicit meanings contained in a text. However, 32% wanting their english proficiency level to be at least at beginner level which is can understand simple sentences and expressions that often appear in everyday life. 76% of the respondents are still at beginner level and in learning English, the respondents have some difficulties in speaking (48%). All the data were analyze to indicate the students' needs which is consist of target needs and learning needs.

Description of the students' needs based on the data from the interview section.

Based on the interview with the english lectutrer who teaches english in the

second semester of Public Administration department, namely Dr. Andi Sadapotto, S.Pd,.M.Hum, the students' english skills are still lacking especially in terms of structure and also their vocabularies are still limited. The difficulties of the students in learning english are grammar and vocabularies, therefore the students are hard in talking english and also their reading skill are still lacking especially when they faced out the words that contain ed, such as stopped. The students' weaknesess in learning english are speaking and writing and their most prominent skill is reading, even though still weak.

The selection of the materials are still based on the teaching materials that have been packaged, however the needs analysis of the students has never been done. The materials that often taught are structure, vocabularies and reading a text that related to their study program. The materials that are taught are related to the study program. The students use english book and also a dictionary in learning english. The campus doesn't provide the materials, therefore the lecturers are free in terms of choosing the learning materials. The audio-visual is barely given to the students. The learning methods that are often given to the student are one-way method therefore, there could be a feedback from the students and group discussion.

The interview was also given to the two random graduates of Public Administration, namely Hamka Cakra, S.A.P and Asrul Alwi, S.A.P. The two respondents said that English is very important for the Public Administration graduates due to the administration means something that closely related to the public service. English is usually a requirement in applying a job and it is depend on the institution or the company.

English is not really a requirement in both respondents' work place, however both respondents couldn't deny the importance of English. Both respondents do not really use

english in their work place but both respondents have to use english when there is a customer who are not able to speak indonesian.

CONCLUSION

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