

**POLITENESS STRATEGIES IN JOB APPLICATION LETTERS
WRITTEN BY INDONESIAN APPLICANTS**

A Thesis

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ABSTRAK

Skripsi ini membahas kesantunan berbahasa di dalam surat lamaran kerja berbahasa Inggris yang ditulis oleh pelamar kerja Indonesia. Tujuan penelitian ini adalah untuk menjelaskan tipe-tipe kesantunan yang digunakan dan tipe kesantunan yang dominan muncul. Proses pengumpulan data menggunakan metode observasi dan studi pustaka dengan teknik catat (*note taking technique*). Data dianalisis dengan pendekatan pragmatik yakni teori Brown dan Levinson pada tipe kesantunan berbahasa. Selanjutnya data disajikan dengan metode formal dan informal. Hasil penelitian menunjukkan bahwa pelamar kerja Indonesia menggunakan tiga dari empat tipe utama kesantunan berbahasa dalam menulis surat lamaran kerja berbahasa Inggris yaitu *bald on record*, *positive politeness* dan *negative politeness*. Kemunculan yang ditemukan dalam bentuk *bald on record* sebanyak empat kali (13.3 %), *positive politeness* sebanyak delapan belas kali (60 %) dan *negative politeness* sebanyak delapan kali (26.7 %). Maka *positive politeness* adalah tipe kesantunan berbahasa yang paling sering digunakan. Hal ini dikarenakan bahwa pelamar kerja Indonesia sudah selayaknya menyampaikan kualifikasi mereka di dalam surat lamaran berbahasa Inggris dengan rasa optimis untuk meyakinkan pihak perusahaan (*job provider*). Optimis merupakan salah satu strategi untuk menampilkan *positive politeness*.

CHAPTER I

INTRODUCTION

1.1. Background of the Study

Being able to formulate language in a polite and an appropriate manner, is a skill that people are expected to have. It can be realized that in communication, people produce language not only in order to convey information but also to maintain relationship among people as members of society. Thus, language which is a crucial object in linguistics plays an important role in communication.

Basically, everybody needs to be respected. It does not matter with how old they are, what kind of job they have got, and even social status they live in. Talking about how to maintain a relationship in society, there are some ways that can be used. One of them is politeness. Thomas (1995: 157) says, "Politeness is interpreted as a strategy (or series of strategy) employed by a speaker to achieve a variety of goals, such as promoting and maintaining harmonious relations."

Politeness is used as the means employed to acknowledge awareness of another person's face (Yule, 1996: 60). This theory is firstly introduced by Brown and Levinson (1987) who have focused on politeness as one of pragmatic phenomena. The aim of politeness strategies is that we change our language based on the addressee and thus our strategies for compliance gaining change depend on the audience.

Messages are conveyed not only through verbal communication, but also through written one. In written communication, they are conveyed by letters, fax and email (Koester, 2004: 30). Letter itself can be categorized into formal and informal. Business letters which are formal letters classified according to their purposes. No matter what the purpose is, the letters must deliver its message in the most effective manner. "In spite of widespread developments in communication technology, business letters are still widely used in the world as a main channel of business correspondence" (Arvani, 2006, Vol. 1: 13). It means that business letters have an important role in correspondence all over the world.

There are many different kinds of business letter. Each is identified by the reason for which it is written. One of the examples of business letter is job application letter. Gartside (1971: 427) defines, "A letter of application for a job is in every sense a sales letter. It is a letter in which we try to sell ourselves-our qualifications, our training and our experience." The main objective of it is to get the applicant in the door for an interview and must be written well enough to attract the attention and interest of the person with the power to recommend or grant one. Since application letter is made as one of crucial requirements that has to fulfill by a job applicant in securing a job, s/he should pay close attention to some points of guidance like the standard letter format, the elements of the letter, the choice of words, the tone, the language and others.

Moreover, job application letter can be said an advertisement or ability of self-sell for applicants who want to seek jobs. Thus the letter should be courteous. So, the first thing is people do business with people, doing business is the second

CHAPTER 4

CONCLUSION

Based on the analysis in the previous chapter, the writer can conclude that politeness strategies are applied by Indonesian applicants in writing job application letters. They understand in using politeness strategies in writing application letter for a job as a form of written communication since they appear in their letter. Having analyzed the data in the previous chapter, the writer can draw some conclusions that are stated as the following:

1. Most applicants use positive politeness. It is because that in order to get a chance to be interviewed and finally to get that job, the applicants have to respect and appreciate the addressee who is the job provider and has a power over them. Therefore, positive politeness is the appropriate way to achieve the goal of the applicants. Further, this strategy appears eighteen times (60 %) among twenty data that are analyzed. In performing positive politeness, the applicants use several strategies, they are: being optimistic, noticing to the addressee (interest, wants, needs, goods), avoiding disagreement, giving promise, and giving reason.
2. Negative politeness is the second type of politeness strategies that often appeared in the data. This strategy appears eight times (26.7 %). In order to perform positive politeness, the applicants employ some strategies. They are minimizing the imposition, Rx, giving hedge, giving deference, and going on record as incurring a debt.

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