

# Error Analysis in Indonesian Language at The Letter of the Education And Culture of Bukittinggi City

Nushashikin<sup>1,\*</sup> Syahrul Ramadhan<sup>1</sup> Nurizzati<sup>1</sup>

<sup>1</sup> Indonesian Language Department, Universitas Negeri Padang, Padang, Indonesia

\*Corresponding author. Email: [nurhashikin99@gmail.com](mailto:nurhashikin99@gmail.com)

## ABSTRACT

This study aims to describe the forms of Indonesian language errors found in the education and culture office letter of the city of Bukittinggi, the most dominant Indonesian language errors in official letters and the factors that influence Indonesian language errors in official letters. This research is a qualitative descriptive study. The results of this study are as follows. First, the forms of Indonesian errors found in official letters include errors in the fields of syntactic morphology, diction, and spelling. Second, the most dominant form of Indonesian language error in the letter from the education and culture office of the city of Bukittinggi is spelling errors. Third, the factors that cause errors in Indonesian language in the education and culture office letter of the city of Bukittinggi are (a) inadequate mastery of Indonesian language rules for writing official letters, (b) writing the letter from the education and culture office of the city of Bukittinggi by more than one person, (c) ) lack of official letter training from the government, (d) lack of motivation and language attitude, and (e) use of mother tongue.

**Keywords:** *form of language error, official letter, morphology, syntax, diction, spelling*

## 1. INTRODUCTION

Letters are a medium of communication. Letters are one of the facilities for delivering written data from one party to another. Data in the form of a notification can be written through the official letter, in other words, a letter is a communication tool in the form of writing that is used for various purposes. Letters as a communication tool have many advantages. The advantage is that it can reduce misunderstandings in speaking because the author can convey the intention clearly.

Not only the statement above, the other advantages of the letter are instant, efficient and cheap. Based on the contents of the letter, there can be 3 different types, namely individual letters, official or formal letters, and commercial or trade letters. Official letter is a letter that contains problems or government administration [1]. Official letter of a formal character. Formal letters must be written using the standard Indonesian language. The standard language here means that it is good and correct Indonesian and is in accordance with the KBBI.

One of the government institutions in Bukittinggi that uses letters as a communication tool is the Office of

Education and Culture, as we already know that in some institutions many of them carry out activities that link many parties such as meetings, granting permission letters to students to carry out research in school, and others. Therefore, to expedite the implementation of these activities, it is necessary to have a letter to deliver data such as an order notification of an invitation request or a warning to the parties concerned.

Letters issued by the government should use standard language and their writing is in accordance with the laws contained in the 1945 Constitution [2]. The use of standard language will facilitate the description of the letter that is informed and reduce the risk of misunderstanding. Thus, communication activities will run easily if the letter is not written well, surely the letter will not get a good reception as well. On the other hand, if the letter is written neatly and does the right thing, the letter will surely get a good reception.

Preparation of official letters is not easy for features of government which on average are still low-educated so that descriptions over language or preparation of formal letters are still low.[3] Not only that, the use of the mother tongue in the Bukittinggi City government area

also indirectly affects the use of Indonesian in the preparation of formal letters. Basically, the use of the mother tongue is not prohibited, however, it has become an obligation for the government to use a good and correct language[3].

Based on the observations of researchers, official letters issued by the education and culture office still have many errors, both in terms of language and writing methods.[4] Many errors that occur will make the data written in the letter difficult to understand. For Hastuti, a letter with unclear meaning will cause some negative things, including, (a) Language and Arts: Journal of Language, Literature, Arts, and Teaching, 49(1), (2021), 1–14 3 recipients of the letter cannot master the contents, (b) the answer desired by the recipient of the letter is not as desired by the sender of the letter and (c) the contents of the letter will doubt the recipient of the letter. Therefore, these kinds of things must be avoided in order to facilitate communication so that the planned activities can be carried out properly.

From the research that has been tried, it was found that language errors in official letters at the Bukittinggi Education and Culture Office have a large frequenc[4]y. This is caused by two aspects. First, the aspect of language competence of language users. The umpteenth error in one official letter and another official letter, this happened because the letter writer did not understand the standard Indonesian grammar rules [5]. Second, aspects outside the language competence of language users, namely (a) the use of manual novels on government official texts that contain inappropriate arrangements and do not match the rules of good and correct preparation and (b) the writings used tend to merely imitate the format of the text. or writing in the previous official letter.

## 2. RESEARCH METHODS

This research was taken from the website of Sikada Bukittinggi from the Office of Education and Culture. This research was conducted for three weeks. The object of this research is the official letter of the Office of Education and Culture of Bukittinggi. This research is a qualitative descriptive research with the type of case study research. According to Syahrul and Tressyalina [6] qualitative research is research that is used to examine the condition of natural objects that focus on processes and meanings where the researcher is a key instrument (human instrument). The research carried out is finally expected to be able to answer and interpret the problems in depth. The data and data sources used in this study are

the website of [sikada.bukittinggikota.go.id](http://sikada.bukittinggikota.go.id). The technique used in this research is purposive sampling. Data is collected by reviewing documents or archives using document analysis techniques. This study also obtained valid information about the factors that can affect Indonesian language errors in the official letter of the Bukittinggi Education and Culture Office.

## 3. THE RESULTS OF THE STUDY

Indonesian errors that were tried in official letters at the Bukittinggi Department of Learning and Culture were numerous, so that not all types of errors will be described here. Researchers only explain errors that often occur in official letters at the Bukittinggi Department of Learning and Culture [7]. There are also forms of Indonesian language errors that are often intertwined in official letters, which are as follows.

### 1. Morphology Field Error

Example:

responsible,

thank you

is underlined and

signed

because

From some of the examples above, it can be seen that morphological errors that are often used by letter writers are errors in the use of compound words.

### 2. Syntax Field Error

Example:

Thus we convey, thank you for your attention and cooperation.

This is conveyed to you to be able to attend on time, thank you.

From some examples of syntax errors above, it can be seen that official letter writers make many mistakes in arranging phrases, using illogical sentences, and using redundant sentences.

### 3. Errors in Diction Fields.

For that, please respectfully....

advice,

career

permission to  
deal with.

Based on the examples of diction errors, it can be seen that official letter writers often use inappropriate and non-standard words in writing point letters[8]. also often uses words that are not common and wasteful, many errors are found in this field, this shows that the mastery of Indonesian language rules is still lacking[9].

#### 4. Spelling Errors

Example:

Bukittinggi 06 January 2012.

Bukittinggi, 12 June 2012.

Based on the examples above, it is known that the most common spelling errors made by official letter writers are the use of commas, periods, and capital letters[10]. This is Language and Arts: Journal of Language, Literature, Arts, and Its Teaching, 49(1), (2021), 1–14 5 shows that the mastery of writing official letters against Indonesian language rules and spelling is still very minimal.

## 4. CONCLUSION

Based on the research findings, the results of data analysis, and a discussion of the analysis of Indonesian errors in the official letter of the Jlari Village Head Office in 2012, the following conclusions can be drawn. First, the forms of Indonesian language errors found in the official letter of the Jladri Village Head Office included errors in the fields of morphology, syntax, diction, and spelling. Second, the most dominant form of Indonesian error in the official letter of the Jladri Village Head Office is an error in the spelling field.

## REFERENCES

- [1] Arifin, E. Z. (1987). *Penggunaan Bahasa Indonesia dalam Surat Dinas*. Jakarta: PT. Mediyatama Sarana Perkasa.
- [2] UU RI. (2009). *Undang-Undang Republik Indonesia Nomor 24 Tahun 2009 Tentang Bendera, Bahasa, dan Lambang Negara, serta Lagu Kebangsaan*. Jakarta.
- [3] Ariningsih, N.E. (2012). *Analisis Kesalahan Berbahasa Indonesia dalam Karangan Eksposisi Siswa Sekolah Menengah Atas*. BASASTRA Jurnal
- [4] *Penelitian Bahasa, Sastra Indonesia dan Pengajarannya*, 1 (1), 40-52. Diperoleh 8 Mei 2013 dari [http://jurnal.fkip.uns.ac.id/index.php/bhs\\_indonesia/article/view/921/580](http://jurnal.fkip.uns.ac.id/index.php/bhs_indonesia/article/view/921/580)
- [5] Darmasuti, F.D. (2009). *Analisis Kesalahan Berbahasa dalam Surat Dinas Kantor Kelurahan Ngolodono Karangdowo Klaten*. Skripsi tidak dipublikasikan, FKIP Universitas Muhammadiyah Surakarta, Surakarta.
- [6] Dwi W.W., Novianto. (2004). *Analisis Kesalahan Berbahasa dalam Surat Dinas Keluar di Kecamatan Mojolaban*. Skripsi tidak dipublikasikan, FKIP Universitas Sebelas Maret, Surakarta.
- [7] Fitriyani, Dwi. 2017. *Pelatihan Penulisan Surat Dinas di Pekon Banyu Urip: Jurnal Pengabdian kepada Masyarakat*. Vol.1 No.1
- [8] Syahrul dan Tressyalina. 2009. *Metodologi Penelitian Pembelajaran Bahasa Indonesia*. Padang: Sukabina Press
- [9] Handayani, T.D. (2012). *Analisis Kesalahan Berbahasa dalam Tesis Mahasiswa Program Studi Nonkependidikan Bahasa Indonesia Pascasarjana Universitas Sebelas Maret*. Tesis tidak dipublikasikan, Pascasarjana Universitas Sebelas Maret, Surakarta.
- [10] Ihsani, dkk.. 2018. *Pelatihan Penulisan Surat Dinas pada Perangkat Kantor Desa Jatisela Kecamatan Gunung Sari Lombok Barat: JCES (Journal of Character Education Society)*. Vol.1 No.1