
Model Development of Extension Technique the Inquiry Discovery in Writing Letter on the Scope of the Local Government of Kabupaten Bantaeng

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ABSTRACT

The counselling model with inquiry discovery technique is designed with the aim of improving the ability of the government and its apparatus in implementing the standard Indonesian language in writing the official letters as a communication tool to run the government matters and development in the life of globalization. This research aims at knowing the role model of counselling techniques the inquiry discovery to the increased capacity of government officials to write letter on the scope of government offices in *Kabupaten Bantaeng*. The benefit of this research is the government and its officials give recognition to Indonesia language in running the system and the wheels of government in Indonesia.

This research uses a model adapted from the cooperative extension model of cooperative learning (cooperative learning) which is one of the learning models of Student Centered Learning (SCL). The learning model is oriented towards bringing together the participants to work together in small groups consisting of 4 to 6 people. The inquiry discovery is one method of learning/education that emphasizes critical thinking and analytical processes. The research data is sourced from the test's ability to write letter of administration staff government offices in *Kabupaten Bantaeng* which includes competence spelling, word formation, choices of words, forming sentences, and preparation of a paragraph. This research is done from August to December 2016.

The results of this research show that the model of cooperative extension with inquiry discovery techniques can improve the ability of the participants' skill in writing letter to the scope of local government agencies in *Kabupaten Bantaeng*. The development of cooperative extension model with inquiry discovery technique is superior to the conventional model of education in improving the quality of writing official letter related to the application of the rules of standard language on the scope of government.

Keywords: *Writing letter, Inquiry Discovery, Officials Letters.*

Introduction

The counselling model with inquiry discovery technique is designed with the aim of improving the ability of the government and its apparatus in implementing the standard Indonesian language in the writing of official letters as a communication tool to run the wheels of government and development amid the increasingly fierce globalization flow. It is closely related to one of the mandates set forth in the 1945 Constitution of Chapter XV, Article 36 which states that documents, decisions, correspondence issued by the

government and state bodies shall be written in the Indonesian language.

The deterioration of Indonesian language has also been felt by the language instructors who are responsible for maintaining, nurturing, managing, and developing the Indonesian language. Based on preliminary observations of existing phenomena, it was found that the writing of official letters tended to ignore standardized language rules, such as spelling, word formation, word selection, sentence formation, and paragraph formulation. There are also sentences that are composed by

following the structure of other languages, especially English and local languages. It is not surprising that sometimes sent letters do not get a quick response from the recipient of the letter because it is difficult to understand the contents of the letter received. It is acknowledged that the mastery of Indonesian language has become one of the decisive factors in employment development, such as new employee recruitment, promotion and so on. However, it cannot guarantee one's skills of applying the Indonesian language in administrative preparation to the scope of government.

Based on the problems that have been mentioned, it needs to propose an extension model that is considered to improve the quality of the application of formal Indonesian language in the writing of official letters on the scope of government. The model in question is cooperative model counselling with inquiry discovery technique. The model emphasizes the process of developing critical thinking and the search for alternative solutions to apply formal language rules in the writing of official letters to the scope of government.

The objective of this research is to know the role of extension model with inquiry discovery technique to increase the ability of government apparatus to write letters of service on the scope of government in Bantaeng Regency or *Kabupaten Bantaeng*; and to know the development of extension model with inquiry discovery technique to increase the skill of government apparatus to write letters of service on the scope of government in *Kabupaten Bantaeng*.

Methodology

Cooperative counselling model is adapted from cooperative learning model which is one of Student Centered Learning (SCL) model. This oriented learning model brings together participants to work together in a small group of 4 to 6 people. The group was formed with a variety of background skills, such as clever, moderate, and less, united participants in the group to gain more equitable knowledge. The success of the group depends heavily on the

success of each participant. Thus, intergroup dependency plays a key role because each member left behind will be assisted by other group members to raise the overall group value.

According to Slavin (2005: 3), there are three main concepts in the implementation of cooperative model learning, namely (1) group experience; (2) the responsibilities of participants; and (3) the balance of opportunities for joint success. Then Sanjaya (2006: 203) said that the technique of learning/counselling with the technique of inquiry discovery deeply emphasizes the process of developing thinking to solve social problems in people's lives that are constantly changing. Furthermore, Joyce (2000) states that social inquiry is a learning strategy of a social group of subgroups of society.

Inquiry discovery is one method of learning/counselling that emphasizes critical and analytical thinking processes. It is a method that directly centered on the participants. Each participant should be directly involved in a discussion, then each group will be brought in to find answers to questions in accordance with clear structures and procedures. Such methods can train participants to learn from investigating and finding problems to drawing conclusions.

The research data is sourced from the ability to write letters, covering the competence of spelling, word formation, word selection, sentence formation, and paragraph formulation. The test results, both pre-test and post-test from both groups will be classified, tabulated, and tested by statistical tests. It was done to determine the significant differences between the experimental and control groups. The collected data will be analyzed qualitatively by using quasi experimental method. Meanwhile, sampling is done by purposive sampling.

The experimental design used in this research refers to the formula used by Lukman (2014: 23), which in his research results has selected experimental and control class. The experimental group is a group that has been treated by using inquiry discovery techniques, while the control group is a group that still

uses conventional extension techniques. Both groups will receive two tests, pre-test and post-test to determine the expected extension model implementation.

Result and Discussion

The data was obtained through a research workshop conducted on Saturday, October 29, 2016 in the Hall of Bantaeng Regent Office. It was opened by Vice Regent of Bantaeng, Drs. HM. Yasin, M.Si., was attended by 32 representatives from each of the 32 administrative staffs in *Kabupaten Bantaeng*. Data collection begins by the direction of Vice Regent of Bantaeng, conveys that the accuracy is the vein of government agencies in implementing its responsibilities serve the community. Administrative staff handling the mail should be able to deliver the message to the recipient in a concise, focused, clear, and complete way. In addition to content, grammatical factors also determine the success of the official letter to achieve the target information. It is the main reason that the Vice Regent stressed that the attendees should pay attention to the use of spelling, word formation, word selection, sentence formation, precise paragraph formulation, and so forth.

Before simulation of letter writing, participants were divided into two groups, namely experimental group and control group.

• *Experimental Group*

The group consisted of 16 people divided into 4 groups and each group composed letters based on the results of group discussion without being guided by the instructor/lecturer. Furthermore, each group is represented by one of its members appearing to present the work of the group, then responded by another group. Instructors/lecturers provide improved letter writing in accordance with the rules of the Indonesian language is good and true.

• *Control Group*

This group is 16 participants who compose the letter by obtaining guidance from the instructor/lecturer. One of them presented

his work, then corrected by the instructor/lecturer.

All data were then collected, by the research team to be analyzed. Then the data is processed and described the results. Assessment criteria are divided into five levels of measurement scale, namely (1) very good; (2) good; (3) sufficient; (4) less; and (5) very less. Based on the criteria of the measurement, it assigned the points of each criterion, namely (1) very good with points of 90-100; (2) good with points of 80-89; (3) fairypoints 70-79; (4) less with points of 50-69; (5) very less with points less than 50. This criterion can be seen in the frequency distribution of the ability to write letters of service in the experimental group and the control group.

1. Experimental Group

The writer obtained pre-test data for the experimental group whose results were compared with the acquisition of the post-test. The two data are then compared to obtain an idea of the success rate achieved in the implementation of this inquiry discovery method.

Table 1. Frequency Distribution of Writing Skills of the Experimental Service Letters on Preliminary Test (Pre-test)

No.	Criteria	Amount	Percentage
1	2	3	4
1.	90-100	1	6.3
2.	80-89	3	18.7
3.	70-79	2	12.5
4.	50-59	10	62.5
5.	< 50	0	0
Amount		16	100

Table 2. Distribution of Frequency of Writing Skills of Experimental Service Letters on Final Test (Post-test)

No.	Criteria	Amount	Percentage
1	2	3	4
1.	90-100	6	37.5
2.	80-89	7	43.7
3.	70-79	2	12.5
4.	50-59	1	6.3
5.	< 50	0	0
Amount		16	100

The data in table 1 shows that the percentage of experimental group score between 90-100 or *very good* category on pre-test is only 1 person (6.3%), then the score between 80-89 or *good* is 3 people (18.7%). Furthermore, the score between 70-79 in the category of *fairly* 2 people (12.5%), the rest there are 10 people who scored between 50-69 (62.5%) or less categorized.

Then in table 2 which is the value of post-test, there are 6 people who achieve *very good* category with a value between 90-100 (37.5%). It shows an increase of (31.2%) that scores *very good*. Meanwhile, participants who achieved the score between 80-89 as many as 7 people (43.7%). It shows an increase of 25% for the *good* category. Furthermore, the obtained value of 70-79 as many as 2 people (12.5%). It also shows the number of sufficient categories is stagnant. Meanwhile, the acquisition value below 70 is decreasing, is only 1 person or 6.3% in the *less* category.

Table 3. Comparison of Distribution of Frequency of Writing Skills of Experimental Service Letters on Preliminary Test (Pre-test) and Final Test (Post-test)

PRE-TEST		CRITERIUM	POST-TEST		COMPARASION	
Amount	Percent age		Amount	Percent age	Amount	Percent age
3	4	2				
1	6.3	90-100	6	37.5	+5	+31.2
3	18.7	80-89	7	43.7	+4	+25.0
2	12.5	70-79	2	12.5	0	0
10	62.5	50-59	1	6.3	-9	-56.3
0	0	< 50	0	0	0	0
16	100	Amount	16	100		

The above comparison data shows that the results obtained by participants have significantly increased, such as *very good* category (90-100) and *good* (80-89) increased from 4 people to 9 people. It means the increase reaches 51.2%. On the other hand, participants who are in the category of *less* (50-59) experienced a drastic decline, from 10 people reduced to 1 person. It means that the decrease for the category *less* becomes down to 56.3%. In the category suffered enough stagnant result, is 0%. Thus, it can be indicated that the development of cooperative counselling models with inquiry discovery techniques can improve the skills of writing

official letters in relation to the application of standard language rules to the scope of government.

2. Control Group

In the control group, the writer also obtained preliminary test data (pre-test) whose results were compared with acquisition in the final test (post-test). The data in the control group is considered to be the result of non-discovery work inquiry.

Table 4. Frequency Distribution of Writing Letters of Control Group Letters on Preliminary Test (Pre-test)

No.	Criteria	Amount	Percentage
1	2	3	4
1.	90-100	1	6.3
2.	80-89	2	12.5
3.	70-79	2	12.5
4.	50-59	11	68.7
5.	< 50	0	0
Amount		16	100

The data in table 4 above shows that the percentage of control group value on pre-test between 90-100 is 1 person (6.3%). Then the score between 80-89 is 2 people (12.5%). Furthermore, the score between 70-79 only 2 people (12.5%), the rest there are 11 people who scored between 50-69 (68.7%).

Table 5. Frequency Distribution of Writing Letters of Control Group Letters on Final Test (Post-test)

No.	Criteria	Amount	Percentage
1	2	3	4
1.	90-100	3	18.75
2.	80-89	3	18.75
3.	70-79	8	50.0
4.	50-59	2	12.5
5.	< 50	0	0
Amount		16	100

Then the post-test value in table 5 is known that there are 3 people who reach the points between 90-100 (18.75%). It shows an increase, although not significant, at 12.45% which scores *very good*. Meanwhile, participants who achieved the value between 80-89 as many as 3 people (18.75%). It shows an increase in the *good* category is also not significant only 6.25%. Then participants get the points of 70-79 as many as 8 people

(50.0%). It also showed a significant increase in the sufficient category, is 37.5%. Meanwhile, the acquisition value below 70 is decreasing, is only 2 people or a decrease of about 56.3%.

Tabel 6. Comparison of Distribution of Frequency of Writing Skills of Experimental Service Letters on Preliminary Test (Pre-test) and Final Test (Post-test)

PRE-TEST		CRITERIA	POST-TEST		COMPARISON	
Amount	Percent age		Amount	Percent age	Amount	Percent age
3	6.3	2	3	18.75	+2	+12.45
1	6.3	90-100	3	18.75	+1	+6.25
2	12.5	80-89	8	50.0	+6	+37.5
2	12.5	70-79	2	12.5	-9	-56.3
11	68.7	50-59	0	0	0	0
0	0	< 50	16	100		
16	100	Amount	16	100		

The above comparison data shows that the results obtained by the participants did not increase significantly, for *very good* category (90-100) and *good* (80-89) increased from 3 people to 6 people. It means the increase reaches 18.7%. On the other hand, participants who were in the category of *less* (50-59) who experienced a drastic decline, is from 10 people decreased to 2. It means that the decrease for the category less down to 56.3%. The data for the sufficient category that actually experienced a significant increase graphic is 6 people or 37.5%. Thus, it can be concluded that the non-disclosure model of inquiry technique has not undergone significant improvement of the letter manuscript and the average increase is only in the sufficient category.

3. Comparison of Results Achievement of Experimental Group and Control Group

Comparison of data in tables 3 and 6 became a benchmark for success between the inquiry discovery techniques (experimental group) with inquiry discovery (control group). The results of the experimental group work increased significantly in *very good* and *good* category compared to the results obtained by the control group. Comparison of achievements as follows:

1. The amount of data that has *very good* category in the experimental group is 5, whereas in the control group only 2 so that the achievement of the experimental group is 18.75% from the control group.
2. *Good* categorization data in the experimental group increased by 4, whereas in the control group the addition was only 1 which means that the improvement achieved by the experimental group compared to the achievement difference of the control group was 18.75%.

Significant improvements achieved by the control group from the experimental group were only in the sufficient category, is 6 data for the control group and 0 data for the experimental group with the achievement difference reaching 37.50%. In the category of *less* and *very less*, both groups reach the same number and percentage.

Performance gap data presented earlier shows that *very good* and *good* categories are higher achieved by the experimental group than the control group. This achievement indicates that the inquiry discovery model as conducted by the experimental group is more effective and successful than the non-discovered model of mercury as the results obtained by the control group. Thus, the development of cooperative counselling model with inquiry discovery technique is superior compared with conventional model of extension in improving the quality of writing of official letters related to the application of standard language rules to the scope of government.

Conclusion

Cooperative counselling models with inquiry discovery techniques can improve the skills of participants' skills in writing letters of service to the scope of *Kabupaten Bantaeng* or Bantaeng District Government. It is obtained from the results of the extension results in the control class and the experimental class that showed significantly different results. In the control class the pretest results reached an average of 50-59 or *less* categories.

Furthermore in post-test the situation tends to stagnant, is in the range of 70-79 or enough category. As for the preview experiment class the average number is 50-59 or is in the *less* category. Then, in the post-test there is a significant increase in the range of 80 - 100 or are in *very good/good* category.

The inquiry discovery model as done by the experimental group is more effective and successful than the non-discovery model of the mercury as the results obtained in the control group. Thus, the development of cooperative counselling models with inquiry discovery techniques is superior to conventional extension models in improving the quality of writing of official letters related to the application of the standard language rules to the scope of government.

The method of counselling of inquiry discovery techniques, there is a significant improvement in the rules of writing letter writing. A score of 80 in the post-test shows that there has been a significant increase from the *lessto good* category to the previous pre-test score of 50.

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