



**AN ANALYSIS OF  
COMMUNICATIVE PURPOSES AND GENERIC STRUCTURES  
IN THE READERS' LETTERS OF HIGHEND TEEN MAGAZINE  
PUBLISHED JUNE 2012 – MAY 2013**

By  
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MURIA KUDUS UNIVERSITY  
2013**



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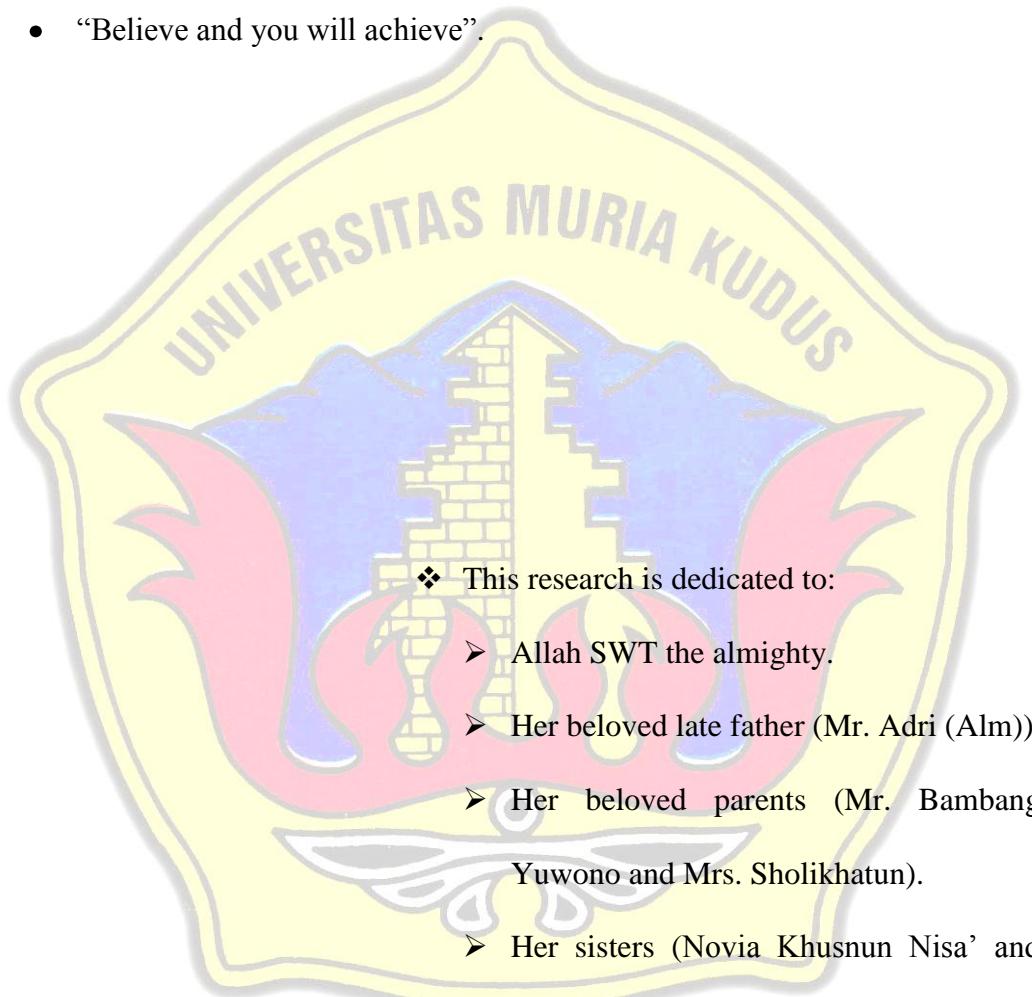


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2013**

## MOTTO AND DEDICATION

❖ Motto:

- “No one is perfect that’s why pencils have erasers”.
- “Make each day your masterpiece”.
- “There are no shortcuts to life’s greatest achievement”.
- “Believe and you will achieve”.



❖ This research is dedicated to:

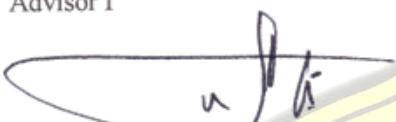
- Allah SWT the almighty.
- Her beloved late father (Mr. Adri (Alm))
- Her beloved parents (Mr. Bambang Yuwono and Mrs. Sholikhatun).
- Her sisters (Novia Khusnun Nisa' and Kummala Lathifah).
- Her special friend Danial Nurizdiyad.
- Her beloved friends in UMK.
- Everybody who supports her.

## ADVISORS' APPROVAL

This is to certify that the *Skripsi* of Isti Faizah (NIM 200932165) has been approved by the *Skripsi* advisors for further approval by the Examining Committee.

Kudus, September 2013

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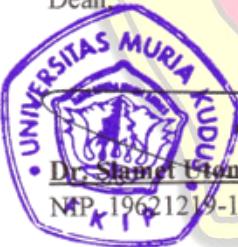
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## **ACKNOWLEDGEMENT**

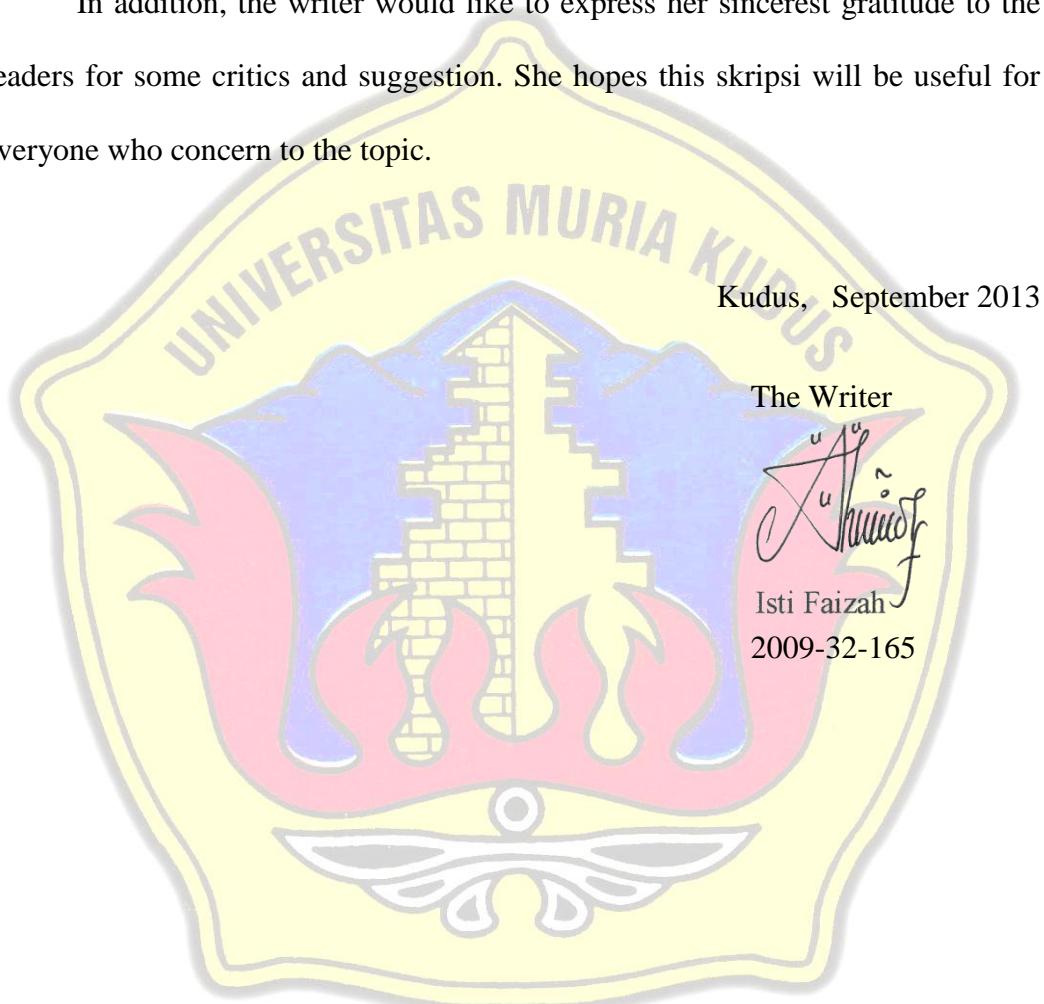
Alhamdulillah, glory to Allah SWT the Almighty, the Lord of Universe for blessing and guidance so that the writer may accomplished her skripsi entitled “An Analysis of Generic Structure in the Readers’ Letters of HighEnd Teen Magazine published June 2012 – May 2013”.

However, the completion of this skripsi could not be achieved without assistance of others. In this opportunity, the writer would like to express her gratitude to:

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9. All of her friends in “PASUKAN MERAH (PASRAH)”, “EX PERANSAKA V” and all of whom doesn’t mention here.
10. Much love and thanks to all of her friends in English Education Department, Teacher Training and Education Faculty Muria Kudus University.

In addition, the writer would like to express her sincerest gratitude to the readers for some critics and suggestion. She hopes this skripsi will be useful for everyone who concern to the topic.



## ABSTRACT

Faizah, Isti. 2013. *An Analysis of Generic Structures in the Readers' Letters of HighEnd Teen Magazine Published June 2012 – May 2013. Skripsi*. English Education Department, Teacher Training and Education Faculty, Muria Kudus University. Advisor: (1) Dr. Slamet Utomo, M.Pd. (2) Mutohhar, S.Pd, M.Pd.

**Key Words :** *Short functional text, generic structure, readers' letter.*

Readers' letters are kind of letter. They are letter written by readers of a newspaper, magazine, or other source, on topics relevant to the publication's audience. Every letters has a different communicative purpose and generic structure. As one characteristic of short functional text, specifically in letter, communicative purpose differentiates one letter from another. To achieve the communicative purpose of a letter, we need to get through some stages. This is because the goal we want to reach cannot be done at once. The stages are called rhetorical structure or generic structure. Analyzing generic structure in readers' letters means exploring how letter is made because we can understand the meaning of letter easily. But sometimes, students have some problems in analyzing generic structure of letter, especially readers' letter.

The objectives of this research are as follows (i) To find out the communicative purpose of readers' letters found in the HighEnd Teen magazine published June 2012 – May 2013. (ii) To analyze the generic structure of readers' letters are found in the HighEnd Teen magazine published June 2012 – May 2013.

The design of the research is descriptive qualitative. The data of this research are the communicative purpose and generic structure of readers' letters. Meanwhile, the data source is readers' letters of HighEnd Teen magazine published June 2012 – May 2013.

The result of this research (i) There are five kinds of communicative purpose in 30 readers' letters in HighEnd Teen magazine published June 2012 – May 2013, they are to gather help for reader on something (asking question), to gather help for reader on something (request), to gather help for reader on something (suggestion), to thank the reader on something, and to explain something. (ii) There are two kinds generic structures in readers' letters in HighEnd Teen magazine published June 2012 – May 2013 they are, greeting, body of the letter and signature, the second is body of the letter and signature.

Based on the result of the research above, the teacher should introduce and teach their students about short functional text because it is very important to enrich the student's knowledge in understanding short functional text. The students should give attention to short functional text and try to master it. For the other researcher, they can use this study as a reference for their studies.

## ABSTRAKSI

Faizah, Isti. 2013. Analisa Struktur Umum dari Surat Pembaca yang Ada di Majalah HighEnd Teen yang Terbit Juni 2012 – Mei 2013. Skripsi. Program Studi Bahasa Inggris, Fakultas Keguruan dan Ilmu Pendidikan, universitas Muria Kudus. Pembimbing: (1) Dr. Slamet Utomo, M.Pd (2) Mutohhar, S.Pd, M.Pd.

Kata kunci : Teks fungsional pendek, struktur umum, surat pembaca.

Surat pembaca merupakan salah satu jenis surat. Surat pembaca adalah surat yang ditulis oleh pembaca surat kabar, majalah, atau sumber lainnya, yang mempunyai topik yang relevan untuk dipublikasikan kepada pembaca. Setiap surat memiliki tujuan komunikatif dan struktur umum yang berbeda. Sebagai salah satu karakteristik dari teks fungsional pendek, terutama pada surat, tujuan komunikatif tersebut membedakan antara satu surat dari yang lain. Untuk mencapai tujuan komunikatif surat, kita perlu melewati beberapa tahapan. Hal ini karena tujuan yang ingin kita capai tidak dapat dilakukan sekaligus. Tahapan ini disebut struktur retoris atau struktur umum. Menganalisis struktur umum dalam surat pembaca berarti mengeksplorasi bagaimana surat dibuat karena kita dapat memahami makna surat dengan mudah. Tapi kadang-kadang, siswa memiliki beberapa masalah dalam menganalisis struktur umum surat, khususnya surat pembaca.

Tujuan dari penelitian ini adalah (i) Untuk mengetahui tujuan komunikatif surat pembaca yang ditemukan di majalah HighEnd Teen yang diterbitkan pada Juni 2012 - Mei 2013. (ii) Untuk menganalisis struktur umum surat pembaca ditemukan di majalah HighEnd Teen diterbitkan Juni 2012 - Mei 2013.

Desain penelitian ini adalah deskriptif kualitatif. Data penelitian ini adalah mengenai tujuan komunikatif dan struktur umum surat pembaca. Sementara itu, sumber data adalah surat pembaca majalah HighEnd Teen yang diterbitkan pada Juni 2012 - May 2013.

Hasil dari penelitian ini adalah (i) Ada lima macam tujuan komunikatif dalam 30 surat pembaca di majalah remaja HighEnd yang diterbitkan Juni 2012 - Mei 2013, untuk membantu para pembaca yang membutuhkan sesuatu (mengajukan pertanyaan, permintaan, saran), mengucapkan terima kasih kepada pembaca pada sesuatu, dan untuk menjelaskan sesuatu. (ii) Ada dua jenis struktur umum dalam surat pembaca di majalah HighEnd Teen yang diterbitkan pada bulan Juni 2012 - Mei 2013 yaitu ucapan, isi surat dan tanda tangan, yang kedua adalah isi surat dan tanda tangan.

Berdasarkan hasil penelitian di atas, guru harus memperkenalkan dan mengajarkan kepada siswa mereka mengenai teks fungsional pendek karena sangat penting untuk memperkaya pengetahuan siswa dalam memahami teks fungsional pendek. Para siswa harus memberikan perhatian mengenai teks fungsional pendek dan mencoba untuk menguasainya. Bagi peneliti lain, mereka dapat menggunakan penelitian ini sebagai referensi untuk pembelajaran mereka.

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