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Abstract: An analysis on the preparations done by the students in taking TUTEP. This reasearch is done in order to know the students’ preparations before taking TUTEP test. A Descriptive Study refers to the method used to describe how the preparations of the students in taking an English Proficiency Test. The research findings indicated that the students are lack of preparation of the three sections in TUTEP. The percentage of their preparation is only 54.33%. The percentage of this less preparation can be described separately in each section: the students are lack of preparation in Listening section. The preparation percentage is 63%. Moreover, the students are lack of preparation in Structure and Written Expression. The preparation percentage is 48%. The students are lack of preparation in Reading section. The preparation percentage is 52%.

Keyword: analyzing, preparations, TUTEP


Kata Kunci : penganalisaan, persiapan, TUTEP
The mastery of English refers to the ability of the students in using English correctly. Basically, the students are considered to be able to use English if they use it based on the conventions (rules) of English language including the use of English in both spoken and written language. It means that the students’ English proficiency can be seen from how they master the English language rules.

The students’ English Proficiency can be tested. One of the institutions that carries out the test of English proficiency is UPT Bahasa Tanjungpura University. It is called as Tanjungpura University Test of English Proficiency (TUTEP). The test is very important because it is a standardized test. It is also a recognised test for the students for their final study evaluation. As a standardized test, it should be considered by the students that they have to prepare themselves as well as possible, in order to face it. On the other hand, in facing the test, it needs a good preparation for the English Proficiency Test.

Preparation itself consists of two main types, physical and academic. Physical preparation refers to the right mood and right condition. The students need to make sure that they are not sick or in a good feeling before taking the test. This may influence the students’ concentration. Therefore, the students are necessary to keep their body fit in order to keep them stay focus on the test that will be faced. Since the writer’s problem in her research is about how the student’s on the English skills assessed in TUTEP, so the preparation that is discussed will be more on the students’ preparation on the English skills that are assessed in TUTEP; they are listening, structure and written expression and reading sections.

As mentioned earlier, TUTEP is a compulsory test to take before having thesis examination. They should have good English proficiency in order to get the minimum score required by the institution, as it is one of the requirements to have thesis examination the minimum score for TUTEP for students of English Education Department is 480. However, most of students find it difficult to reach the minimum score although they go to take the test frequently. It may be because of their lack of preparation. The research findings indicated that the students are lack of preparations of the three sections in TUTEP. The percentage of their preparation is only fifty four point three three percent; sixty-three percent in Listening section, forty-eight percent in Structure and Written Expression, fifty-two percent in Reading section.

Based on the phenomena, the writer conducted a research entitled “An Analysis On The Preparations Done By The Students In Taking TUTEP”. The purpose is to describe how the students’ preparation in taking the test of English Proficiency in TUTEP.

Preparation is an arrangement for a future event. We may say that preparation refers to all things we should prepare before we do something. Preparation is an effort that the students should do to reach the target. The target means the expected score.

Preparation is very necessary before having an English proficiency test because the test is considered difficult enough as the standardized test. Many students often take a regard that they do not have to prepare themselves by studying about English skills so that they would get expected score and they need
to register for the test frequently until they reach the score they need. Briefly, preparation for English proficiency Test needs to be done by the students.

Accordingly, Chesla (2002:2) shows some facts to prepare for proficiency test as follows:

**Environment and Attitude**
Environment is very important for the students to learn. When the environment does not support, it can influence students’ attention to learn a subject. To study well means need to be able to focus on all materials. That means, if the environment is noisy, students may not be able to focus on what they are studying about. So, the first step is to make sure that it is in the right kind of learning environment and attitude.

**The Right Mood**
The right mood means the students’ feelings whether the bad or good feelings. Each student can gain new knowledge and even does well on tests like the TUTEP examination that enable to achieve an academic and professional goals. But it can still be difficult to get in the mood to study. Before taking a TUTEP test, the students should prepare for good mood and concentrating on test material as well. After all, studying can be a hard work, and it might be worried about how the score on the examination. The students may have many other things they would rather do, or they might just have trouble of getting start. These are all reasons that may lead the students to stop or to put off work that they need to do. One of the best ways to beat things that may cause the bad mood is to use a reward system. All like to be rewarded for a job well done. And if it seems to be there is going to be a reward at the end of our work, it is easier to get started. So, we appreciate our hard work here. Attitude is very important. It can dramatically affect how much the students learn and how well they learn it. So, it is advisable to make sure that it is in a positive attitude.

**The Right Conditions**
The students should have the best attitude. However, if they are tired or distracted, they are going to have difficulty in studying before they take the proficiency test. So, the students have to make sure that they are in good health. To be at the best, the students need to focus, alert, and calm. That means they need to study under the right conditions. Every student might be different, so it needs to know what conditions work best.

**The Right Tools**
It is very essential for the students to prepare the right tools when taking the proficiency test. The right Tools means the appropriate tool used in the test. The right learning tools can help them in passing the test.

**Learning How to Learn**
Most of the students learn in a variety of ways. They learn by seeing, hearing, doing, and organizing information from the world around them. But most of them tend to use one of these ways more than the others. In taking the proficiency test, the students should learn based on which of the ways they should learn. That is our learning style. How learners would handle getting directions.
Definition of TUTEP

The TOEFL test was administered by the Educational Testing Service (ETS), the organization that also administered other standardized tests, including the Scholastic Assessment Test (SAT) and the Graduate Record Examination (GRE). There are four sections in the English proficiency namely: Listening, Structure and written expression, Reading, and Writing. The Listening section measures the ability to understand English. In this section, the test takers will hear the short conversation and lecture between two people. The Structure sections of the tests are the knowledge of English grammar and usage, including topics such as verb tenses, idioms, and parallel structure. The Reading section measures the ability to understand passages written in English. The test takers will be asked to identify the main idea, determine the meaning of vocabulary words, identify specific details, and draw inferences based upon the passage.

As the term for ‘TOEFL’ is only used by ETS, to facilitate the students who want to test their proficiency, UPT Bahasa in Tanjungpura University conducts an English proficiency test which is called as Tanjungpura University Test of English Proficiency or well known as TUTEP. The test is quoted from TOEFL, which also consists of Listening, Structure and Written Expression and Reading Comprehension. In addition to mastering the English skills, students who plan to take the English proficiency exam should develop their standardized test-taking skills so that they can easily pass the test. If the students prepare themselves well, the possibility is that they can get a high score.

Preparation for taking the English proficiency test is very necessary and suggested. Without any preparation, it is hard to face the standardized test. All the conventions of English skills should be mastered by the students.

As a standardized test, TUTEP is really needed to know the students’ English mastery. However, the students of English Education study program are still weak at English. It can be proved that most of the students of Tanjungpura University fail on the first time test and even they should have the test repeatedly to reach the score that they need. For the English Education Study Program students of FKIP Untan, the minimum of TUTEP score is 480 to fulfill the requirement for having the thesis exam. Unfortunately, there are still many students are having difficulties to pass the minimum score, 480. The problems faced by the students may be caused by the less preparation before taking TUTEP test. Therefore, the students should prepare themselves as well so that they can face TUTEP test.

Singh (2006: 99) defines, “Method is a style of conducting a research work which is determined by the nature of the problem”. This research uses descriptive method as suggested by Borg (1981:129) descriptive method is aimed at describing the characteristics of subjects of the science.

Best (1981:8) states that “A population is any group of individuals that have one or more characteristics in common that are of interests to the research. The population may be all tricked parts of that group.” The population of this research is the sixth semester students of English Education Study Program Regular B in FKIP UNTAN that are in the fourth semester and are registered in
the Academic year 2011/2012, that is about 50 students consisted of three classes, namely: Class A, Class B and Class C.

Best (1981:8) says “A sample is a small proportion of a population selected for observation of an analysis, by observing the characteristics of the sample, one can make certain, one can inferences about the characteristics of the population from which it is drawn.”

The writer takes 34 students of class A, B, and C as a sample, theses students could prepare the informative data in this research. The writer would find out the students’ TUTEP preparations.

Choosing an appropriate technique to collect data is very important. Technique used in this research is observation that is an indirect observation technique that means the observation is done to the students who have the problem as the samples. This technique is applied to collect the data by administering questionnaire which are constructed for the purpose of this research. According to Cohen (2000:307):

“Observation enables researcher to understand the context of programmes, to be open-ended and inductive, to see things that might otherwise be unconsciously missed, to discover things that participants might not freely talk about in interview situations, to move beyond perception-based data (e.g. opinions in interviews), and to access personal knowledge.”

Validity of Instrument
The data obtained from questionnaire are analized by using the following formula:

\[ A = \frac{S}{N} \times 100\% \]

Where:
- \( A \) = The students’ answer for a certain choice.
- \( S \) = The number of students who answer a certain choice.
- \( N \) = the total of the students who join the test.

FINDINGS AND DISCUSSION
Research Findings
These findings are about the students’ preparation in taking the English proficiency test (TUTEP). The students had different answers for the questionnaires based on their problem during the test. There were 30 students in this research who had become the sample in order to be the representative data to know how far the students’ preparation for the English proficiency test.

Listening Section
In this research, the writer tried to find out the students’ preparations in taking TUTEP test. TUTEP test is required for getting a better score as the requirement for thesis examination. TUTEP is held by UPT Bahasa of Tanjungpura University Pontianak.

To get data about the preparations of the fourth semester students of English Education Department, the writer distributed the closed form questionnaires, then collected all of them. Afterward, the writer analized the data
of questionnaires. The writer found how the students’ preparations before taking TUTEP, especially on Listening Comprehension section which is administered on the first section in TUTEP.

Based on the result, the preparation of students one, fourteen, twenty and twenty-two in Listening section are thirty-eight percent (38%), student six is forty-two percent (42%), students twenty-four is forty-six percent (46%), students five, seven and eight are fifty percent (50%), student seventeen is fifty-four percent (54%), students two, eighteen, and twenty-seven are fifty-eight percent (58%), students thirteen and twenty-six are sixty-three percent (63%), students nineteen and twenty-one are sixty-seven percent (67%), students nine, eleven, twelve, twenty-nine and thirty are seventy-one percent (71%), students ten, fifteen, and sixteen are seventy-five percent (75%), students three, four, and twenty-three are seventy-nine percent (79%), student twenty-five is ninety-two percent (92%), and student twenty-eight is ninety-six percent (96%).

The data got above shows that there are two students only whose preparation percentage are above ninety percent. While there are eleven students whose preparation percentage are between seventy and eighty percent and the rest, that are seventeen students whose preparation percentage are below seventy percent. The eleven students whose preparation percentage are between seventy and eighty percent, they need to prepare themselves better in Listening section before taking TUTEP test and the rest seventeen students whose preparation percentage are below seventy percent, shows that they are lack of preparing themselves. These seventeen students really need to improve themselves much better in preparing themselves in facing Listening section before taking TUTEP test.

Structure and Written Expression Section

Structure and written expression is the second section in TUTEP. It requires the students’ ability to master how sentences are constructed, what tenses are used, and make sure that sentences are written grammatically correct. Also, parts of speech, they are supposed to be learned by the students.

Related to the result of questionnaires in this research, the writer found how the students prepared for Structure and Written Expression. Based on the result, the preparation in Structure and written Expression of students one, six, seven, seventeen, twenty-two, and twenty-four are thirty-three percent (33%), students five, twelve, thirteen, fourteen, nineteen, twenty-seven, twenty-nine and thirty are forty-two percent (42%), students eight, nine, ten, eleven, fifteen, sixteen, and twenty-six are forty-six percent (46%), student twenty-one is fifty percent (50%), student twenty is fifty-four percent (54%), students two, three, and four are fifty-eight percent (58%), student twenty-five is sixty-seven percent (67%), student twenty-eight is seventy-one percent (71%), student eighteen is eighty-three percent (83%), and student twenty-three is one hundred percent (100%).

The data above shows that there is one student only whose preparation percentage in Structure and Written Expression that is one hundred percent. This indicates that the student has prepared herself/himself very well in facing the
Structure and Written Expression section. While there is also one student whose preparation percentage is eighty-three percent that indicates he/she had prepared for the test as well. Moreover, there are two students whose preparation percentage is between sixty to seventy-five percent shows that their preparation needs to be improved in order to be able to answer questions in Structure and Written Expression section. Unfortunately, the number of the rest students whose preparation percentage is under sixty percent is twenty-six students, which means that they are really lack of preparing themselves in Structure and Written Expression. They need to prepare much better in order to be able to answer the questions in this section when they are taking TUTEP test.

Reading Section
Based on the data found in this research, the writer needs to explain the findings of how the students’ preparations for Reading Comprehension section. As what the writer found, students three, seven, ten, eleven, twelve and seventeen are thirty-three percent (33%), students four, fifteen and twenty are thirty-eight percent (38%), students one and fourteen are forty-two percent (42%), students two, six and twenty-two are forty-six percent (46%), students eight, nine and thirteen are fifty percent (50%), students sixteen and nineteen are fifty-four percent (54%), students five and twenty-six are fifty-eight percent (58%), students twenty-five, twenty-seven, and twenty-nine are sixty-three percent (63%), student twenty-four is sixty-seven percent (67%), students twenty-one and thirty are seventy-one percent (71%), student twenty-eight is eighty-three percent (83%), student eighteen is eighty-eight percent (88%) and student twenty-three is ninety-six percent (96%).

The data above shows that there is one student only whose preparation in Reading section is ninety-six percent, while those students whose preparation percentage is between the range eighty to ninety are two students. It indicates that they have prepared, though they can actually improve it better. Moreover, the students whose preparation percentage is between sixty to seventy-five is six students. The most number unfortunately indicates that the students are lack of preparing themselves in Reading section. There are twenty-one students whose preparation percentage is under sixty percent.

Discussion
Listening Section
This shows that their preparation in Listening needs to be improved. While the preparation in how the students focus on the speaker during the conversation in listening is fifty-seven percent. The students should focus on the second speaker only, neither the first nor both speakers. Next, the percentage of how the students answer the questions in part A is seventy-six percent. In this section, students should focus on the last statement of the last speaker.

Moreover, the students’ preparation in the way determining the answer of the question in listening part B is seventy-seven percent. They can improve their preparation much better, especially in this part of the question, they should listen carefully to both first and second line of the conversation. Still in listening section, the students’ preparation in answering question number five in the
questionnaire is fifty-nine percent. They can be better if they anticipate more in the summary of the talk for their next preparation. Then, the students preparation percentage in determining the answer of the question in part C of the listening, the percentage is seventy-one percent.

However, they still need to improve themselves better, by listening carefully to both first and second line of the conversation. Moreover, the students’ preparation in how they focus on before listening to the long talks is sixty-nine percent. They need to improve themselves better as well. It can be done if they focus on the topics and the questions before listening to the long talks. Last most students did not like listening to the radio especially in listening to the English broadcasting program. It can be showed from the percentage of the students’ preparation in question number eight that is only forty-one percent. In conclusion, the description above indicates that there was not enough preparation in Listening section. This preparation in Listening section is sixty-three percent. They can improve it better in order to support their score to be able to pass the minimum score that is 480.

**Structure and Written Expression**

Similarly, the less preparation of the students in Structure and Written Expression can be seen as well from the following percentage from the percentage on how the students answer question number nine in the questionnaire about what thing should be determined first before doing the structure section is sixty-nine percent. It means they have to improve themselves better by making sure the correct tenses used in the sentences. Furthermore, less preparation of the students on how they prepare themselves in answering parallel section that is forty-nine percent, which means that they will have to prepare themselves better by choosing the word that is not appropriate structurally and grammatically. Next, it is only thirty-eight percent on the question number eleven about either the students learning tenses to prepare for the structure section or not. This low percentage indicates how less preparation the students were in tenses. Moreover, learning part of speech is important as well. But it is only thirty-eight percent, which means, that they are less preparing themselves in learning part of speech. The less preparation of the students in learning part of speech is supported by the percentage that it is only forty-six percent on the question asking about grammar books that the students have in order to support them in preparing themselves in learning part of speech.

Meanwhile, in reported speech it is seventy-six percent. They still need to improve more in order to be better for the next time. Moreover, another part of grammar, which is in written expression which percentage is only thirty-seven percent. This indicates the less preparation in grammar that is in written expression section. They should read all items in this section; not only finding the error or meanings of the underlined words, but try to determine the meanings and the error at the same time, then they can find the correct answer of the choice provided. More in another part of structure and written expression that is also often appear in this section when students face TUTEP test; they are gerund and infinitive. The data shows that the students have lack of preparation in this part, that is thirty-percent.
The question is asking whether they study gerund and infinitive or not and the percentage that is only thirty – percent, which indicates their less preparation. In conclusion, students were lack in preparing themselves in structure and written expression that is showed by the percentage of the students’ preparation in preparing themselves in structure and written expression that is only forty-eight percent. They need to prepare themselves much better in this section; structure and written expression in order to support the score to get the minimum score that is 480.

**Reading Section**

The third section in TUTEP test is Reading, The students’ preparation on Reading section is fifty-two percent, which is not enough to support their score in order to obtain the minimum score to pass TUTEP. But the writer would also like to describe the percentage of each of the students’ answers in each of Reading question from the questionnaire. The less preparation is also showed from the percentage based on the data got, that is only thirty-seven percent on the question of the frequency in reading practice in a week.

Next, they did not seem to like reading English newspaper to improve themselves that the percentage is only thirty-eight percent. Moreover, in answering questions in Reading, the students need to apply skimming and scanning technique. But the percentage indicates that they have less preparation in use the techniques; forty-eight percent on the question whether the students applied skimming technique in answering the Reading questions; forty-eight percent as well on the questions that asked them if they applied scanning technique in answering Reading question. This means that they really need to improve themselves much better by learning of how to apply skimming and scanning technique in answering questions in Reading. Another type of Reading question that often appear in TUTEP test that is the question that ask about main idea of a text provided. The percentage shows less preparation as well, that is fifty-one percent. They need to improve themselves better next time in determining main idea of a text is by reading the first sentence in the paragraph. Sixty-two percent is showed from the data on question number twenty-two about how they determined title for a text.

Although, the percentage is better than another percentage of another questions, but they can improve themselves better by learning to use the scanning technique to determine the title. Next, the question that also often appears in Reading section in TUTEP is the term “refers or refer to”. The percentage about this question shows the highest compares to other percentages of other questions, that is seventy-four percent. The students show good understanding on this type of question. Seventy-four percent is the percentage, but they can improve themselves much better by having the knowledge that “refers or refer to” shows referring to something else for their meaning. The last question in the questionnaire is asking how students prepare themselves in vocabulary as it also often appears in Reading section. It is sixty-one percent on this question. They can improve it better by reading some articles about the topics that often appear in Reading section in TUTEP. As mentioned earlier that the students are less preparation in Reading section. They really need to improve themselves better in order to support the
minimum score to pass TUTEP that is 480. By improving themselves in this section, it is expected that it can support their score to pass the minimum score.

CONCLUSIONS AND SUGGESTIONS

Research findings and discussion as stated on the previous chapter refer to the preparations of the students in taking TUTEP test. Based on the data analysis, there were still many students’ weaknesses before taking TUTEP test that made their scores under the standard as determined by the institution. Therefore, the students have to prepare themselves as well as possible, in order to get the target and minimum score. In relation, the writer would like to make conclusions and suggestions of the research result so that the problem stated in this research could be answer. The conclusions and suggestions are as follows:

Conclusions

Relating to the research findings, the writer concluded that: (1) The students are lack of preparation in Listening section. The preparation percentage is sixty-three percent. (2) The students are lack of preparation in Structure and Written Expression. The preparation percentage is forty-eight percent. (3) The students are lack of preparation in Reading section. The preparation percentage is fifty-two percent. (4) The students are lack of preparation of the three sections in TUTEP. The percentage of their preparation is only fifty four point thirty three percent.

Suggestions

Based on the conclusions above, the writer stated some suggestions as follow: (1) The students have to prepare themselves in Listening by practise Listening for more than two times. Paying attention to both speakers and parts of the listening they should focus on are also important in order to find the correct answer. Next, students are also suggested to listen to any English broadcasting programs to improve their listening skill. (2) The students have to prepare themselves in Structure and Written Expression by practising parts of grammar that often appear in TUTEP test. Moreover, they also need to practise which part they should focus or determine in doing this section. (3) The students have to prepare themselves in Reading by learning for twice to five times in a week; learning the vocabulary that often appears in Reading section by finding and reading some connected articles and learning how to use skimming and scanning techniques. Besides, reading English newspaper is also suggested in order to improve their reading skills.

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