A NEED ANALYSIS ON ENGLISH SKILL FOR CIVIL SERVANTS AT
CONSTITUTIONAL COURT OF INDONESIA

Final Assignment Presented as Partial Fulfillment of the
Requirements to Obtain the S1 English Degree in the English Literature
Study Programme

FINAL ASSIGNMENT

BY:
FEBY PRIHADINI
07.80.0059

ENGLISH LITERATURE PROGRAMME
FACULTY OF LANGUAGE AND ARTS
SOEGIAPRANATA CATHOLIC UNIVERSITY
SEMARANG

2016
ACKNOWLEDGEMENT

Bismillaahir Rahmaanir Rahiim.

First of all, the writer would like to thank to Allah SWT, the Almighty for His blessings and guidance, so she could finish her final assignment. The writer also wants to gratitude my beloved mom who has given affection, material contribution and love.

The writer is most grateful to Emilia Ninik as her supervisor and Angelika Riyandari as her co-supervisor, who has guided her and given her opinion from the begining until the end of this report.

The writer is really indebted to Secretary General of Indonesian Constitutional Court, Mr. Rubiyo, Mr. Paiyo and Mr. Noor Rosyid for giving permit to her for her research application. The writer also really indebted to Mr. Rudi Heryanto, Mrs. RA Indah Apriyanti, and Mr. Sukirno for guiding and being so nice to her during working at Indonesian Constitutional Court.

The writer would like to express her deep appreciation to the Dean of Faculty of Language and Arts, and the Head of English program for their support and approval.

Million thanks are expressed to all lectures of S1 English program for their guidance and transferring their knowledge to her.
This report is dedicated to my beloved late father, grandfather, and grandmother in heaven who gave her spirit to finish this report.

The writer also realizes that many individuals have contributed for her in finishing this report especially my sister Mbak Iya and Rea, my friends at campus especially Fiona, Lia, and Hilda who gave her support in finishing this report, my friends at Indonesian Constitutional Court, my friends at Homeschooling Ansa School. Once more thanks a million. At last, constructive criticism and opinion are welcome for betterment of this report because the writer realizes that this report is far beyond the perfectness. Nevertheless, the writer hopes that this report will be useful for the readers.

Semarang, July 26th 2016  
Feby Prihadini
This research is purposed to determine how important the ability of the English language skills needed to support civil servants in Indonesian Constitutional Court jobs and careers. This research includes quantitative research. The subject in this research is civil servants in Indonesian Constitutional Court. This research used participants, which consists of 50 Civil Servants. Data collection technique used in this research is questionnaire. The data quantitatively analyzed using SPSS. The result showed that the need of English language skills, namely speaking, listening, reading, and writing is essential for civil servants in Indonesian Constitutional Court. This is proven by the mean > 3 for all items.


# TABLE OF CONTENTS

Title ........................................................................................................................................... i
Dedication ................................................................................................................................. ii
Special dedication ...................................................................................................................... iii
Approval ...................................................................................................................................... iv
Acceptance ................................................................................................................................... v
Acknowledgement .................................................................................................................... vi
Abstract ...................................................................................................................................... vii
Abstrak ........................................................................................................................................ viii
Table of contents ...................................................................................................................... ix
List of table ............................................................................................................................... x
List of figures ............................................................................................................................. xi

## CHAPTER I : INTRODUCTION

A. Background of the study ................................................................................................. 1
B. Field of the study ............................................................................................................. 2
C. Scope of the study .......................................................................................................... 3
D. Problem formulation ...................................................................................................... 3
E. Objectives of the study ................................................................................................. 3
F. Significance of the study ............................................................................................. 3
G. Definition of terms ........................................................................................................ 4

## CHAPTER II REVIEW OF THE LITERATURE

2. Need analysis theory ...................................................................................................... 5
2.1 Need analysis study ....................................................................................................... 5
2.2 The definition of need analysis ................................................................................ 6
2.3 The steps in need analysis ........................................................................................ 6
2.4 The general overview about the importance of conducting need analysis in relation to jobs and careers ............................................................................. 7
2.5 Approaches of need analysis ...................................................................................... 7
2.6 Limitations in conducting need analysis ................................................................... 8
2.7 Procedures for conducting need analysis ................................................................. 9
2.2 Skills theory ................................................................................................................ 9
2.2.1 The definition of skills ................................................................. 9
2.2.2 Types of skills ............................................................................. 11
2.2.3 The Importance of skills ............................................................. 11

Chapter III: RESEARCH OF METHODOLOGY
3.1 Method data collection 12
3.1.1 Participant 13
3.1.2 Instrument 13
3.1.3 Procedures 13
3.2 Method of data analysis 14

Chapter IV: DATA ANALYSIS and INTERPRETATION
4.1 The description of need analysis on English skills for civil servants 15
   4.1.1 Speaking skills 15
   Precentage of frequency of the speaking skills that need to be improved ...... 17
   4.1.2 Listening skills 23
   Precentage of frequency of the listening skills ..............24
   4.1.3 Reading skills ..........29
   Precentage of frequency of the reading skills that need to be improved ......30
   4.1.4 Writing skills ..........34
   Precentage of frequency of the writing skills that need to be improved ......35

Chapter V: Conclusion
5.1 Conclusion ..........40
5.2 Suggestion ..........41

BIBLIOGRAPHY ................................................. 42
APPENDICS ..................................................44

7.1 Angket pegawai negeri sipil Mahkamah Konstitusi ................. 44
### LIST OF TABLE

<table>
<thead>
<tr>
<th>Table 1</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Descriptive statistics of speaking skills</td>
<td>16</td>
</tr>
<tr>
<td>Table 1 The percentage participants items 1 of speaking skills</td>
<td>17</td>
</tr>
<tr>
<td>Table 2 The percentage participants items 2 of speaking skills</td>
<td>18</td>
</tr>
<tr>
<td>Table 3 The percentage participants items 3 of speaking skills</td>
<td>19</td>
</tr>
<tr>
<td>Table 4 The percentage participants items 4 of speaking skills</td>
<td>20</td>
</tr>
<tr>
<td>Table 5 The percentage participants items 5 of speaking skills</td>
<td>22</td>
</tr>
<tr>
<td>Table 2 Descriptive statistics of listening skills</td>
<td>23</td>
</tr>
<tr>
<td>Table 1 The percentage participants items 1 of listening skills</td>
<td>24</td>
</tr>
<tr>
<td>Table 2 The percentage participants items 2 of listening skills</td>
<td>25</td>
</tr>
<tr>
<td>Table 3 The percentage participants items 3 of listening skills</td>
<td>27</td>
</tr>
<tr>
<td>Table 4 The percentage participants items 4 of listening skills</td>
<td>28</td>
</tr>
<tr>
<td>Table 3 Descriptive statistic of reading skills</td>
<td>29</td>
</tr>
<tr>
<td>Table 1 The percentage participants items 1 of reading skills</td>
<td>30</td>
</tr>
<tr>
<td>Table 2 The percentage participants items 2 of reading skills</td>
<td>31</td>
</tr>
<tr>
<td>Table 3 The percentage participants items 3 of reading skills</td>
<td>32</td>
</tr>
<tr>
<td>Table 4 Descriptive statistic of writing skills</td>
<td>34</td>
</tr>
<tr>
<td>Table 1 The percentage participants items 1 of writing skills</td>
<td>35</td>
</tr>
<tr>
<td>Table 2 The percentage participants items 2 of writing skills</td>
<td>36</td>
</tr>
<tr>
<td>Table 3 The percentage participants items 3 of writing skills</td>
<td>37</td>
</tr>
</tbody>
</table>
LIST OF FIGURES

A. Speaking 17
B. Listening 24
C. Reading 30
D. Writing 35