

## **Syntactic Analysis of Sentence Structures in Bussiness Letters by The Fifth Semester Students of Letters Faculty of UMI Makassar**

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### **Abstract**

This Research aimed to find out the constructions of Sentence Structure particularly in the fifth semester students' assignments of bussiness letters. Besides that, this research also aimed to find out the errors of Sentenc Structure Constructions which made by the fifth semester students. This reseach used a descriptive method in order to describe and explain some constructions and errors which are made by the fifth semeseter students. The result of this research helps the students in learning English and the students can increase their ability in constructing sentence structure specially for their advance writing. Their writing can be more interesting with a complete sentence structure.

**Keywords** :Syntactical, Analysis of Sentence Structure, Business Letters

### **Abstrak**

*Penelitian ini bertujuan untuk mengetahui konstruksi Struktur Kalimat khususnya dalam tugas surat bisnis pada mahasiswa semester lima. Selain itu, penelitian ini juga bertujuan untuk mengetahui kesalahan dari konstruksi struktur kalimat yang dibuat oleh mahasiswa semester lima. Penelitian ini menggunakan metode deskriptif untuk menggambarkan dan menjelaskan beberapa konstruksi dan kesalahan yang dibuat oleh siswa semester kelima. Hasil penelitian ini diharapkan membantu siswa dalam belajar bahasa Inggris dan siswa dapat meningkatkan kemampuan mereka dalam membangun struktur kalimat khusus. Tulisan mereka bisa lebih menarik dengan struktur kalimat yang lengkap.*

**Kata Kunci** : Sintaksis, Analisis Struktur Kalimat, Surat Bisnis

### **1. Introduction**

A business letter is usually a letter from one company to another, or between such organizations and their customers, clients and other external parties. It is a formal communication from an organization to its customers, the general public for their information, another Company or the Authorities. Bussiness letter is often used in a company to make public relation as the politics of economy, society and science. It is often written in a standard format, and in formal language, compared to a private letter between two people who are well known to each other. The bussiness letter is formed by sentences. The sentences that are used in the bussiness letter have the grammatical function. As formal letter, bussiness letter must be constructed in a good structure. The good structures of the sentences are important to analyze that will be a concentration in the study. On the other sides, Bus-

siness letters also need a unity and coherence of the sentences. The unity and coherence of the sentences deal with the Grammatical Relation which constructed in a good structure of the sentences.

Sentences have a number of contribution to which the Bussiness letter as (communication tool) can be formed. It has different types and structures in constructing the bussiness letter. Besides, the sentences of the bussiness letter must be unity and coherence which deal with the grammatical relation. The bussiness letter requires a good structure of the sentences. So the bussiness letter can be the formal one. Hence it can have a good written language such as the other texts.

The bussiness letter is formed by sentences. The sentences that are used in the bussiness letters have the grammatical form. As formal letter, bussiness letter must be constructed in a good structure. On the other

sides, bussiness letter also need a unity and coherence of the sentences. The unity and coherence of the sentences deal with the grammatical structures which constructed in a good structure of the sentences.

The term bussiness letter has the relation to the Correspondence. It is one of the types of correspondence. The term correspondence deals with the form of the letters. It is important for most bussiness because they serve as a paper trail of events from one point to the others. Besides, correspondence gives a lot of information information to everyone as far as bussiness letter are concerned. Personal communications, through diverse types of letters, memorandums, travel orders, etc.

The language used in bussiness correspondence should be clear and unadorned. A bussiness letter is not a literary essay, nor a piece of dramatic prose. It is a straightforward discussion about a basically objective matter. There may be a judgment or opinion about the matter, but even such an opinion should be expressed in unemotional terms (Betty, et al 1985: 29). It likewise gives emphasis to the importance of oral and written communication to the people from all walks of life worldwide. In the other points, bussiness letter has urgent points to make relation and give information about the communicative necessary among human relation and institutes relation.

Such the other texts, bussiness letter has some parts. The common parts of the bussiness letter are letter head, date line, inside address, salutation, subject line, body of the letter, complimentary closes, signature line, identification initials, enclosure reference, attention line. They can be explained in the following :

#### **Letter Head**

A letter head consists of a name and address of a firm that sends a bussiness letter. It sometimes consists of telephone number, address of branch of offices, name of CEO. It is usually printed on the top of the paper.

#### **Date Line**

It consists of date, month, year, or (month, date, year). If there is no letter head, the name of the city can be put before date line.

#### **Inside Address**

It usually consists of 3 or 4 line:

- The name of a person or the firm that are writing to.
- Number, the name of the street
- The name of the city (a country when applicable)

#### **Salutation**

In salutation, it usually give respective expressions to the person we write to.

#### **Line**

Subject line is usually capitalized and underlined.

#### **Cheap Ctuse To Scandinavia Scandinavian Vocation**

#### **Body of Letter**

A good body of letter should fulfill the following requirements as follows:

- Concise / short: never make up sentences just to make a letter look longer.
- Simple: Avoid making up complex sentences. Try to make up a simple sentence.
- Systematic: Always put the ideas in order from A to Z. (from opening paragraph to closing paragraph there should not any repetitions).

Body of the letter consists of 3 paragraphs:

- The opening paragraph
- The content paragraph
- The closing paragraph

Each of paragraphs must be coherence and unity. Hence it has minimally one topic sentence, supporting sentence, and concluding sentence. Each of them must consists of the sentence structures, which are termed as Grammar and Mechanism. It also reflects the organization of each paragraph (the related paragraph).

#### **Signature Line**

Bussiness letter signature line usually consists of signature of the person who writes the bussiness letter. Below the signature line that usually put the name. Below the name, sometimes it is put the title or position in the company or institution that work in. Mostly, this is just to inform the person who has not known us before.

#### **Identification Initials**

Identification Initials are usually used by the big-sized company for administrative purposes only. Identification Initials mainly have two functions:

- To give information about the secretary or author of a business letter.
- To provide data in case of some incidents or errors.

Identification Initials are generally put at the left-hand bottom just after the signature line. They are sometimes put at the same line with the date line.

### **Enclosure Reference**

When the business letter has one or more attachments, such as price list, collection letter, brochure, invoice, resume, etc., it must make sure that can state it in the main letter. The statement that sends another paper other than the main letter is called enclosure reference. This enclosure reference is usually shortened as ENC. or Inc. or Encl. or Incl.

### **Attention Line**

Business letter is usually more addressed to companies than to one person. But, sometimes this form of written communication should take place between company and company or between company and a person and vice versa. In this situation, we need to use what people call "Attention Line" we mostly use attention line for the following reasons:

- We want the letter directly delivered to a certain people in a company.
- We do not know the person's name we are writing to and we decide to write to the company he or she works in.
- We want the letter to reach a person we are writing to faster.

Attention Line is usually put after inside address.

Business Letter has a number of types. There are many types of Business letter but in this study, it is just explained the common types that are usually written by the students. They are:

- Acceptance letters
- Apology Letter
- Complaint Letter
- Request Letter

The study of the sentence structure is termed as syntax. The term syntax is one of branches of linguistics which deals with the language patterns. It is to study how the words are combined into phrase, and phrases function in clause as well as clause into sentence which called as syntactic construction. The syntactic analysis has the closed study of syntax. Therefore, to understand the sentence structure is we must know what syntax is.

According to the Noam Chomsky (1971: 11) on his book "Syntactic Structure" stated that:

"Syntax is the study of the principles and processes by which sentences are constructed in particular languages. Syntactic investigation of a given language has as its goal the concentration of a grammar that can be viewed as a device of some sort for producing the sentences of the language under analysis".

The definition according to Chomsky above gives a description that the main aim of the syntax is to learn the principle and the process to which the sentence are constructed. Syntactic investigation is needed to arrange the grammar of the language in order to produce the sentences of the language. Syntax is a subdivision of grammar which deals with the structure of word groups (Francis 1958: 31 ; Muis, et al. 2009: 51). Besides, Fromkin and Rodman (1983: 200) stated that syntax is the part of our linguistics knowledge which concerns with the structure of the sentence. For instance, the structures of the sentence are filled by phrase as well as clause.

The phrase is composed of words and function to fill the clause or sentence structure. The interrelationships of words groups will be named such the term modifier and head. The head of the phrase may be modifier or word classes itself. This is because there are some word classes that don't need modifiers. But, the other must take modifiers to be completed. The names of the phrases are derived from the word classes that function as the head. When the head is noun, it will be noun phrase. For verb phrase, it is headed by verb itself. For instance, the term phrase can be defined as the word groups which don't have a subject and a verb. There are five types of phrase; noun

phrase-verb phrase-adjective phrase-adverb phrase. These types are gained from the word classes that may potentially function as head, and those words are noun, verb, adjective, and adverb. In the case of prepositional phrase, it is made up of preposition with its object.

Such explained above, dependent clause must be joined with independent clause. When these two clauses are merged, it will create compound as well as complex sentence. Thus, the structure of the sentence is more complex ones. Otherwise, if the interrelated word classes will form phrase, it is said that the relationships of clauses (independent and dependent) will create sentence. Finally, the sentence is constructed by the interrelationships of word, phrase, and clause. Therefore, the structure of the sentence is filled by words, phrases, and clauses. The clause that occurs in this position is dependent clause.

Based on the explanations given, the syntactic analysis as a paradigm of sentence structure will identify and classify the categories, and functions of word classes that form phrase, and clause structure that is filled by phrase as well as sentence which is constructed by clause. The forms of phrase, clause, and sentence are included in order to give the syntactic structure of these terms. Besides, one aspect of our syntactic competence is our understanding of the syntactic construction; how the words are combined into phrases, and phrases into clauses, hence clause into the sentences.

To make accurately of the study about the syntactic analysis of the sentence structures, it must need the theory or approach. The approaches that are mostly used in syntactic analysis in syntax are tree diagram, brackets, and Immediate Constituents. The term phrases structures rules is appropriately revealed the linear order of words or phrases and the constituent of each syntactic structure. The syntactic structure is the term of which the sentence can be formed by its parts. The method that will be used in this study is tree diagram and brackets. From the phrasal structure rules such tree diagram and brackets, those will be identified and classified the sentence structure constructions clearly. The Syntactic Analysis as a paradigm which analyzes

the sentence structure is to use phrasal structure rules.

- Examples of Syntactic Analysis of sentence structures by using phrasal structure rules (tree diagram)

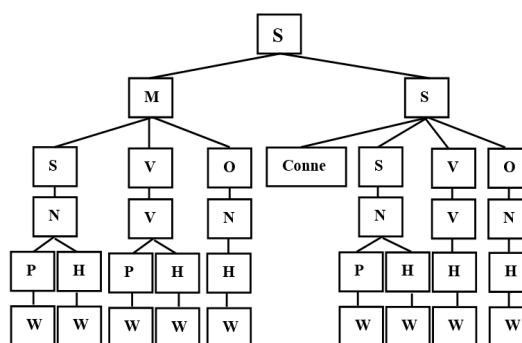
*The teacher will teach English when the students take exams*

- Examples of Syntactic Analysis of sentences structures by using phrasal structure rules (brackets).

*The teacher will teach English when the students take exams*

The teacher (S: NP) will teach (V: VP) English (O: NP) when the students take exams (A: Sc). NP is filled by Determiner + noun, VP is fulfilled by modal + lexical, English is placed by noun and Sc is composed of connector + simple sentence = S + V + O "S is filled by NP [Det + Noun], V is filled by VP [lexical verb], O is fulfilled by NP [noun].

As the given explanations, we can get the points of the descriptive syntactic analysis of sentence that can be analyzed its structures by disentangled from the complex ones. According to the illustrations above,



we can comprehend that sentences are composed of more complex elements that are structured from word classes into phrases and phrases into clauses. In the case of classifying and identifying the sentences, the pattern of the phrases, clauses, and sentences are important to be taken note.

According to Swan, M (2005) on his book "Practical English Usage" stated that:

"A group of words that expresses a statement, command, question or exclamation. A sentence consists of one or more clauses, and usually has at least one subject and verb. In writing, it begins with a capital

letter and ends with a full stop, question mark or exclamation mark”.

Such the definition given, Swan asserts that sentence is the informative case to which we can express our ideas and feelings to the others through word groups. In word groups, it has the orders which are called as subject and predicate. And, Swan Also states that sentences have a typical form in writing which begins with capital letter and ends with a full stop, question, and exclamation mark.

## 2 Method

The data analysis of the fifth semester students in constructing the sentences structures in writing bussiness letter are:

- Pre Analysis

The Data was examined in order to determine the constructions of the sentences which are not accurate in writing the sentences structures with the rules then make a list of the incorrect constructions and put it in the table in order to make the sentence clear which are made up in writing the bussiness letter, specifically in employee letter.

- Analysis

A list of the data which was incorrect constructions will be classified in order to find the inaccuracy constructions of sentence structures made up by the students as the sample while writing the bussiness letter. The inaccuracy constructions will be classified in tabulation form. At the end, the constructions categories will be grouped, calculated, and computed in percentage rates. The frequency of errors will be calculated by using the following formula:

$$K = \frac{H}{T} \times 100$$

Note :

K : Percentage of Errors  
H : Number of Errors  
T : Number of Sample

- Post Analysis

Those incorrect constructions of sentences structures were explained. The content of the table was exposed in order to provide the statement.

## 3. Finding and Discussion

Sentence is a group of words that contains a subject and a verb and expresses a complete thought (Hogue, Ann. 1996: 8). The group of the words must need the rules to form the sentence. This study concentrates on the structure of the sentence. Such definition given from Hogue, Ann that sentence has a subject and verb. Besides, to make a complete thought, sentence must have other structures called object, complement and adjunct.

Jackson, H (1982 :83 ) stated that:

" there are five possible functions that phrases may fulfill in English clause structure: they are subject, verb, object, complement, and adjunct (abbreviated S,V,O,C,A) ".

The term "clause" is substituted with sentence for the other purposes. And the symbol 'P' (predicate) is substituted with V (verb). Sentence has five structures: subject, predicate, object, complement, and adjunct. These structures are filled by phrases. Subject and object are filled by noun phrases, predicate is filled by verb phrase, complement is filled by noun phrase and adjective phrase as well as adverb phrase or prepositional phrase. On the other hand, Jackson explained that the sentence structure may be obligatory and optional. The obligatory of the sentence structure will render ungrammatical that stated such incorrect structure. And the optional will be render grammatical although it is not placed that stated as correct structure.

Based on the given explanations above, the construction of the sentence structures are composed of seven types of sentence. Basri at all (2007: 16) stated that " type 1: Subject Predicate (SP), Type 2: Subject Predicate Adjunct (SPA), type 3: Subject Predicate complement (SPC), type 4: Subject Predicate Object (SPO), type 5: Subject Predicate Object Adjunct (SPOA), type 6: Subject Predicate Object Object (SPOO), and type 7: Subject Predicate Object Complement (SPOC).

He elaborated that type 1 and 2 are called intransitive sentece, while type 4 and 5 are transitive ones. Type 3 is an intensive sentence, type 6 is a ditransitive sentence then type 7 is the complex-transitive clause.

The intransitive sentence is the sentence that uses intransitive verbs, whereas transitive sentence is the sentence which contain transitive verbs. In the case of intransitive sentence, it is used by intransitive verbs. Ditransitive and complex-transitive sentence need the verbs that two object and object and complement.

The basic structure of the sentence is Subject Predicate (SP). The subject is filled by Noun phrase and Predicate is verb phrase. Ex: "I am writing" is sentence because it is consisting of Subject "I" (noun phrase) and predicate "am writing" (verb phrase). The example of the seven types of sentence structure are following:

Example 1 and 2 of intransitive sentence: Subject Predicate and Subject predicate adjunct.

*I have read at the airport*

The structure of the sentence given above is Subject Predicate and Object Object abbreviated "SPOO". The Object of the sentence is Direct Object 'Assignments' and Indirect Object is the 'teacher'. The ditransitive verb must need two object 'give'.

Example of complex-transitive sentence: Subject Predicate Object Complement

*The Students make the teacher Angry*

Syntactic Analysis is opposite meaning to the morphological analysis which analyze the morpheme of the words, Ba'dulu et al (2010). Syntactic Analysis concentrated on the construction of phrases into clauses and clauses into sentence. These two structures "phrase and clause" filled the structure of the sentence "SPOCA".

Ba'dulu et al (2010: 119) stated the steps of syntactic analysis are following:

" Data Analysis used the steps as follows:

Identifying and classifying all the sentences based on the kinds and the clauses that formed it.

Identifying and classifying all the clause that formed the sentence based on kinds of verbs filled the structure of predicate

Identifying and classifying all the phrases based on the classes of the words

that form it ".

According Jackson, (1982: 93) in analyzing the the structure of sentence we recognize a hierarchy of syntactic levels: sentence – clause – phrase – word. The normal relation between the levels is that units of one level function in the level next above and are composed of units from the level immediately below; phrases function in clause and are composed of words.

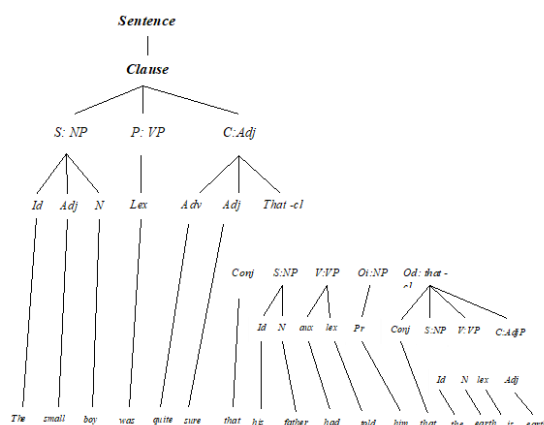
Anyzing the sentence structure which is composed of syntactic levels: clause – phrase – and – word by Jackson (1982: 145)

The small boy was quite sure that his father had told him that the earth was flat

The given example above indicates that sentence is constructed by clause, phrase and words. Clause is formed by phrase and phrase is structured by words. The structures that seen in this research are Subject, predicate, object, complement and adjunct which are totally filled by phrases. The common phrases stated above are Noun phrase, verb phrase, adjective phrase adverb phrase and preposition phrase. Clause can also potentially occupied in the sentence structure constructions.

The syntactical Analysis of The sentence can be shown clearly in the given tree diagram below:

- The fifth semester students constructed the sentence with structure " S + P + O + A ". The structures of the sentence given above can be analyzed with brackets. Examples of Syntactic Analysis of sentences structures by



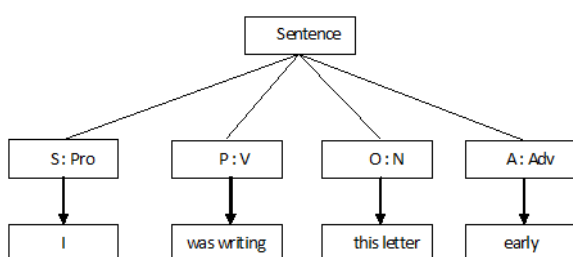
using phrasal structure rules (brackets): " I was writing this letter early " [I (S: NP) was writing (V: VP)

this letter (O: NP) early (A: AdvP)].

Clearly, the syntactic analysis of the sentence structure can be shown in the given tree diagram as follows:

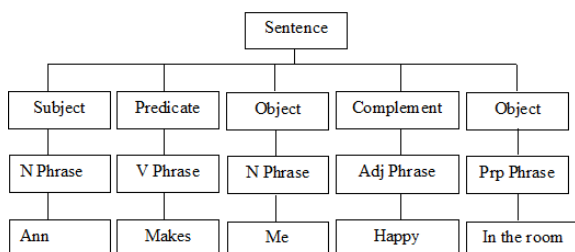
*Ann makes me happy in the room*

From the analysis above, the important word classes of the structure above is verb. Verb is the most important word classes. Verbs are important because: (1) the principal part of a sentence is normally finite. (2) Verbs have more complex valen-



cies than the other word classes and provide more 'syntactic glue' that holds the sentence together; and (3) verbs have a richer system than any other class (Hudson, 2001: 151; Basri, et al. 2007: 11). The type of verb that filled the predicated structure above is called as complex – transitive verb "make". This type of verb need an object "me" and a complement "happy".

Syntactically, all the examples of sentence structures above are filled by phrases. There are five common phrases. They are noun phrase, verb phrase, adjective phrase, adverb phrase, and prepositional phrase. Noun phrase is head by noun;



verb phrase is the verb as the head; adjective is head by adjective its self. In the case of adverb, it is head by adverb and prepositional is the preposition as the object. The functions of Noun phrase in sentence structure are as Subject and Object as well as Complement or adjunct. Adjective phrase has functions as complement. Adverb and preposition have function as complement

and adjunct. Whereas function of verb phrase is only in predicate.

Tabel 4.1 Correct and Incorrect Constructions

Table 4.1 indicates that the kinds of constructions in Sentence Structure (SS) which are presented in percentage correct and incorrect constructions and the difference in each construction pattern. There are five constructions of Sentence Structure which got from the structure of Predicate (verb phrase) that appear in the fifth semester students' bussiness letter writing. The table above shows that the incorrect constructions are greater than the correct constructions. The evidence shows that there are 64 data of Sentence Structure Constructions (SSC) in the fifth semester students writing. The Correct data are counted 23 (35.93%) and the incorrect data is 41 (64.06%).

The greatest correct of Sentence Structure Construction is occurred in pattern of 'transitive sentence' (39.13%). This pattern is greater appearance in students' para-

No	Pattern	SS		SS		Difference
		correct	Percent (%)	Incorrect	Percent (%)	
1.	Intransitive sentence structure	4	17.39	9	21.95	- 4.56
2.	Transitive sentence structure	9	39.13	7	17.07	22.06
3.	Intensive sentence structure	5	21.73	11	26.82	- 5.09
4.	Ditransitive sentence structure	2	8.69	8	19.51	- 10.82
5.	Complex-transitive sentence structure	3	13.04	6	14.63	- 1.59
Total		23	35.93	41	64.06	- 28.13

graph writing. The example of the pattern Subject Predicate Object (transitive sentence) ' I have read your letter ' ..... ' I lost my credit card ' ..... ' I need you ', etc.

The types of errors of Sentence Structure in students' writing of Bussiness letters have been grouped and calculated in table 4.2 below :

**Table 4.2 Types of Errors in Sentence Structure**

Table 4.2 indicates that the errors in Sentence Structure Construction that made by the students fifth semesters' writing of Bussiness Letters. There are six kinds of Errores that made up of the students. Based on the table above, the greatest errors can be seen in "misuse of Predicate (28.30 %).

#### 4. Conclusion

Clause is constructed by phrase. The term clause is a word groups that have a subject and a verb. The subject and verb of clause are filled by phrases. Clause is distinguished from Independent and dependent clause. The term independent clause and dependent cause are parts of the sentence. Independent clause is closed form and meaning of sentence-called simple sentence. In order that, dependent clause is a part of the sentence that cannot stand alone. It must be joined with independent clause. Dependent clause may potentially take function in the structure of the sentences [S-V-O-C-A]. The categories of dependent clauses are nominal clause, relative clause and adverbial clause. Nominal clause is functioning in subject, object and complement such noun is, whereas adverbial clause take position as adjunct and function to modify independent clause. In the case of relative clause, it is used as post – modification in noun phrase. For the structure 'V' is not filled by those dependent clauses.

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