



Student Worksheet Development (LKPD)
Personal Letters and Official Letters Based on a Scientific Approach for Students
SMP/MTs Class VII

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Abstract

The problem of this research was how to develop and feasibility of teaching materials for Student Worksheets based on a Scientific Approach for learning personal letters and official letters for seventh grade Junior High School/Madrasah Tsanawiyah students. The purpose of this research is to produce, describe feasibility, and test the effectiveness of teaching material products in the form of Student Worksheets in seventh grade in learning personal letters and official letters based on the Scientific Approach. The research method uses the DDD-E model, namely Decide (determine Goals), Design (design products), Develop (development), and Evaluate (evaluation). This research was conducted at SMP N 1 Anak Tuha, class VII A and VII B. Data collection techniques were interviews and questionnaires. The results of the study showed that (1) student worksheets for personal letters and official letters for seventh grade students at junior high schools/Madrasah Tsanawiyah were successfully developed and validated by teaching material experts, material experts, and practitioners; (2) Student worksheets that were developed were stated to be very feasible with an assessment percentage of 87.5%, 90.63% and 98.6%; (3) based on a comparison of the pretest, posttest, and N-gain from the use of Student Worksheets for learning personal letters and official letters that were developed to get scores of 0.75 and 0.71, included in the high category so that they are effectively used in learning.

Keywords: *Teaching Materials; Student Worksheets; Scientific Approach; Personal Letters; Official Letters*

Introduction

The learning process essentially requires teaching materials to support the implementation of the learning process in accordance with the learning objectives. Materials or subject matter are arranged systematically, and used by educators and students in learning activities (Pannen, 1995). According to Widodo and Jasmadi (in Lestari, 2013) teaching materials are a set of learning facilities or tools that contain learning materials, methods, limits, and ways of evaluating that are designed systematically and interestingly in order to achieve the expected goal, which is to achieve competencies or subcompetencies with all their complexity. In agreement with the previous opinion, Ruhimat (2011) suggests that learning materials or materials are basically the content of the curriculum, which is in the form of subjects or fields of study with topics / subtopics and details.

One form of teaching materials is Student Worksheets. Student Worksheets (LKPD) are one of the most frequently used forms of printed teaching materials. Student Worksheets (LKPD) are teaching materials that have contents in the form of simple materials, instructions, examples, and evaluations so that they are easy to understand and use by students without the help of educators. When viewed from the price of Student Worksheets (LKPD) is very economical compared to other teaching materials because it does not require many tools, materials, or media that are many and expensive. Student Worksheets (LKPD) are also very efficient so that they are easy to carry and learn by students anywhere and anytime. However, currently not all educators seem to make their own Student Worksheets (LKPD). There are various reasons why educators do not make Student Worksheets (LKPD), even though educators know more authentically how students are doing in school. Some of them are the absence of educator motivation to make Student Worksheets (LKPD), educators rely on commercially made Student Worksheets (LKPD) or downloads from the internet, and lack of teacher knowledge and skills regarding Student Worksheets (LKPD). Therefore, there are still schools that do not use Student Worksheets (LKPD) in learning. One of them is at SMP N 1 Anak Tuha, Central Lampung Regency, Lampung. Currently, educators are only limited to using teaching materials published by the Ministry of Education and Culture.

Considering the many advantages and conveniences obtained if learning uses Student Worksheets (LKPD), researchers developed research in the form of Student Worksheets (LKPD). Student Worksheets (LKPD) will be used in learning Indonesian junior high school grade VII. One of the learning materials Indonesian junior high school class VII is a personal letter and an official letter. The learning materials are listed in the Syllabus of Junior High School Indonesian Education grade VII with the following Basic Competencies.

- 3.13 Identify information (news, needs, requests and/or requests) from personal and official letters read and heard.
- 4.13 Conclude the content (news, needs, requests, and/or requests) of personal letters and official letters read or heard.
- 3.14 Study the elements and language of personal and official letters read and heard.
- 4.14 Write letters (personal and official) for official purposes with due regard to text structure, language, and content.

In accordance with the learning objectives in the Basic Competencies above, students are expected to be able to understand the learning material of personal letters and official letters. However, the reality is that there are still students who are not able to understand the learning materials of personal letters and official letters. This can be seen from the average grade point on learning materials for personal letters and official letters that have not been able to achieve the Minimum Completeness Criteria (KKM), which is 60. The average score of students on learning materials for personal letters and official letters is 58. This makes students unable to write personal letters and official letters, namely at SMP N 1 Anak Tuha, Central Lampung Regency in accordance with the rules of writing personal letters and official letters. This can be seen from the inaccuracy of spelling and letter writing, word selection, and writing format errors written by students.

Students' understanding of personal letters and official letters is very important because this understanding will be needed when making personal letters or official letters. Personal letters and official letters are examples of administration needed later in higher education, the world of work, and daily life. Therefore, it is important for students to be able to understand the elements of personal letters and official letters, the linguistic elements of male and official letters, and how to write personal letters and official letters. To make it easier for students to be able to understand the elements of personal letters and official letters, the language of male and official letters, and how to write personal letters and official letters, researchers will develop Student Worksheets (LKPD) personal letters and official letters.

Currently, the education system in Indonesia uses the 2013 Curriculum. The 2013 curriculum is a new curriculum implemented by the government to replace the Education Unit Level Curriculum. The

main principle of developing the *2013 Curriculum* is based on a competency-based curriculum model with graduate competency standards set for one educational unit, education level and educational program. In addition to having the main principles, the 2013 Curriculum has three aspects of assessment, namely aspects of knowledge, aspects of skills, and aspects of attitudes and behaviors.

The approach in the 2013 Curriculum is the 5M Scientific Approach. The Scientific Approach is an approach that has learner-centered characteristics, involves science process skills in constructing concepts, laws, principles, involves potential cognitive processes that stimulate the development of intellect (thinking skills) and can develop the character of learners. The purpose of the Scientific Approach is to improve intellectual abilities, especially the ability of higher-order thinking students, as well as to shape the ability of students to solve a problem systematically. The learning process using the Scientific Approach consists of five main learning experiences (5M), namely observing, questioning, collecting information / experiments, associating / processing information, and communicating. The scientific approach aims to achieve effective and efficient learning and is expected to be taken briefly (Permendikbud No. 81 A of 2013 Annex IV).

Based on the Regulation of the Minister of Education and Culture (Permendikbud Number 65 of 2013) concerning Primary and Secondary Education Process Standards, it has hinted at the need for a learning process guided by the rules of the Scientific / Scientific Approach. Efforts to apply the Scientific Approach in the learning process are often referred to as characteristics and become the strength of the existence of the 2013 Curriculum, which is certainly interesting to learn and elaborate further. Many experts believe that through the Scientific Approach, in addition to being able to make students more active in constructing their knowledge and skills, it can also encourage students to investigate. This investigation is to find the facts of a phenomenon or event. That is, in the learning process students are taught and accustomed to find scientific truth, not invited to have opinions let alone slander in seeing a phenomenon. They are trained to be able to think logically, coherently and systematically, using *High Order Thinking Skill (HOTS)*.

In line with the government's objectives in implementing the 2013 Curriculum which uses a Scientific Approach and achieves learning objectives in aspects of knowledge, aspects of skills, and aspects of attitudes and behavior, researchers developed Student Worksheets (LKPD) for junior high school grade VII regarding personal letters and official letters using a Scientific Approach.

Research on the development of teaching materials has previously been carried out by (Suprihatin: 2015) with the results of research that students have a positive attitude with the teaching materials of fable texts containing exemplary stories that use a scientific approach. The teaching materials are in the form of enrichment books, while in this study the teaching materials to be developed are in the form of Student Worksheets (LKPD). The material used in the study is fable texts, while in this study are personal letters and official letters. Another research on personal letters and official letters was conducted by (Rohmah, et al: 2021) in the form of *shock box* learning media using a 4D development model consisting of 4 stages of development, namely: *Define, Design, Develop, and Disseminate*, while in this study in the form of teaching materials for Student Worksheets (LKPD) based on a Scientific Approach and using the DDD-E development model consisting of 4 stages of development, namely: *Decide* (setting goals), *Design* (design), *Develop* (development), and *Evaluate* (evaluation). Then, research in 2021 was conducted by (Wiguno, et al: 2021). The study aims to overcome the limitations of letter text teaching materials in Indonesian subjects in SMP/MTs based on the 2013 Curriculum by utilizing personal letters and letters from agencies in the area where students live in learning, while in this study is to make products in the form of Student Worksheets (LKPD) about personal letters and official letters.

Based on the explanation above, researchers are interested in conducting a study on the Development of Student Worksheets Personal Letters and Service Letters Based on a Scientific Approach for Junior High School / MTS Class VII Students because no research has been found on the development of Student Worksheets personal letters and official letters using a Scientific Approach, as well as the

unavailability of LKPD personal letters and official letters for students in schools. Then, there has not been much new development research on personal letters and official letters. In addition, this study also has a different research focus, it is expected to produce a different study and complement previous studies.

Research Methods

This research was designed using a *Research and Development* (R&D) approach or better known as development research. Some experts discuss about development research. According to Sugiyono (2010) *Research and Development method*, is a research method used to produce certain products and test the effectiveness of these products. Another opinion emerged from Sukmadinata (2012) which complemented Sugiyono's opinion, revealing that research and development or *Research and Development* (R&D) is a process or steps to develop a new product or perfect an existing product and can be accounted for. This research develops teaching materials for Student Worksheets (LKPD) on learning personal letters and official letters using a Scientific Approach for grade VII SMP / MTs students. The product results of this development research are in the form of printed teaching materials, namely Student Worksheets (LKPD).

The learning design model used to develop multimedia learning, namely the *Decide, Design, Develop, and Evaluate* model which is hereinafter abbreviated as *DDD-E* (Tegeh et al., 2015). *Decide*, that is, setting program goals and materials. *Design*, which is designing or creating a program structure. *Develop* is producing media elements and creating media displays. *Evaluate*, which evaluates all stages of development.

The development procedure carried out in this study consists of eight stages as follows:

1. Conduct preliminary studies or needs analysis aimed at determining the potential for the development of Student Worksheets (LKPD), personal letters and official letters based on Scientific Approaches in schools.
2. Determine the specific objectives to be achieved related to the production of Student Worksheets (LKPD), personal letters and official letters based on the Scientific Approach to be developed.
3. Compile material related to Student Worksheets (LKPD), personal letters and official letters based on the Scientific Approach to be developed.
4. Create instruments to measure the feasibility and effectiveness of Student Worksheets (LKPD), personal letters and official letters based on the developed Scientific Approach.
5. Prepare Student Worksheets (LKPD) personal letters and official letters based on the Scientific Approach to be produced.
6. Conduct trials on Student Worksheets (LKPD), personal letters and official letters based on the Scientific Approach.
7. Revise to find out whether the Student Worksheet (LKPD) personal letter and official letter based on the Scientific Approach is corrective or not.
8. Production.

This research was conducted at SMP Negeri 1 Anak Tuha class VII A and VII B. The research time was carried out at the beginning of the even semester of the 2021/2022 academic year. The selection of 2 classes in one school is based on several things that are taken into consideration, namely as follows.

1. SMP N 1 Anak Tuha only has 2 rombel class VII, namely class VII A and VII B.
2. Geographically, SMP N 1 Anak Tuha is located in Purwosari hamlet, Kampung Negara Aji Tua, Central Lampung Regency. SMP N 1 Anak Tuha is a school located in an area that is quite far from the center of the Central Lampung region, far from the center of the crowd, and from other schools.

3. SMP N 1 Anak Tuha has 1 library, but does not have a librarian, so the library cannot be used properly, for example, there are no teaching materials or reading materials needed by students and educators in the learning process.
4. Does not have an adequate internet network.
5. Not all educators and students have devices to support learning.
6. It only has 2 teachers Indonesian, one of whom is not a graduate of the Indonesian Language and Literature Education Study Program.

Result and Discussion

Result

The results of the research that will be described in this chapter are three things. First, the process and results of LKPD development in personal letters and official letters based on the Scientific Approach for grade VII SMP/MTs students. Second, the results of the feasibility test of LKPD products in writing personal letters and official letters based on the Scientific Approach for grade VII SMP/MTs students. Third, test the effectiveness of the product to determine the ability to write personal letters and official letters based on a Scientific Approach for grade VII SMP/MTs students based on material expert assessment, media experts, practitioners/educators, and learners. Based on *research and development* (R&D) research design. There are several things that are done before and after the development of teaching materials takes place. This can be described as follows.

1. Preliminary studies
2. Development Process
3. Evaluation and revision
4. Comparison of N-gain values

Discussion

No	Aspects	Result	
		Presentase	Characteristicistic
1.	Use	85	Very Worth It
2.	Serving	88	Very Worth It
3.	Language	100	Very Worth It
4.	Graphics	83	Very Worth It

Based on the results of expert validation of the teaching materials above obtained in the Student Worksheet (LKPD) product, Personal Letter and Service Letter Based on a Scientific Approach for Junior High School / MTs Class VII Students with the results of product development that are "very feasible" with an average percentage of 89% from four aspects of assessment.

No	Aspects	Result	
		Presentase	Characteristicistic
1.	Linkage of competency standards / basic competencies / curriculum	100	Very Worth It
2.	Material/content	81	Very Worth It
3.	Presentation of learning material/content	90	Very Worth It
4.	Language	88	Very Worth It
5.	Graphics	100	Very Worth It

Based on the table of expert validation results, the material above obtained in the Student Worksheet (LKPD) product, Personal Letter and Service Letter Based on Scientific Approach for Junior High School / MTs Class VII Students with product development results that are "very feasible" with an average percentage of 92% from five aspects of assessment.

No.	Aspects	Result	
		Presentase	Characteristicistic
1.	Use	100	Very Worth It
2.	Serving	97	Very Worth It
3.	Language	100	Very Worth It
4.	Graphics	100	Very Worth It

Based on the table of expert validation results, the material above obtained in the Student Worksheet (LKPD) product, Personal Letter and Service Letter Based on Scientific Approach for Junior High School / MTs Class VII Students with the results of product development is "very feasible" with an average percentage of 99% from four aspects of assessment.

No	Class	Average			Category
		Pretest	Posttest	N-gain	
1	VII A	60	90	0,75	Tall
2	VII B	58	88	0,71	Tall

Based on the comparison table of *pretest*, *posttest*, and *N-gain*, it can be seen that the average score of each class has a significant change. The *pretest* results are very different from the *posttest* results. The average score of class VII A pretest is 60 and the average *posttest* score is 90 while the average *N-gain* score of 0.75 is in the high category. The average score of class VII B pretest is 58 and the average *posttest* score is 88, while the average *N-gain* score of 0.71 belongs to the high category.

Overall, it can be concluded that Student Worksheets (LKPD), personal letters and official letters based on a Scientific Approach are effective for use in learning because they can improve the cognitive abilities of students.

Conclusion

The process of developing teaching materials in the form of Student Worksheets (LKPD), personal letters and official letters based on a Scientific Approach begins with setting goals and materials (including preliminary studies), product design, evaluation, validator tests and product revisions, and making final products. The resulting Student Worksheet (LKPD) has characteristics, namely (a) contains several components (text, images, symbols / signs, illustrations, examples); (b) is independent, meaning that students can use this Student Worksheet (LKPD) without the guidance of educators or others because it already contains complete IP and KD, indicators, objectives, and materials, sequential learning syntax, and instructions for use; (c) may be group or individual; and (d) the text contained in this Student Worksheet (LKPD) is contextual and appropriate for grade VII students.

The feasibility of teaching materials in the form of Student Worksheets (LKPD), personal letters and official letters based on a Scientific Approach meets the criteria of being very feasible. These criteria are based on the results of the assessment of teaching material experts who get a score of 87.5% with the very decent category, the material expert assessment which gets a score of 90, 63% with the very decent category, and the practitioner assessment which gets a score of 98.6% with the very decent category.

Test the effectiveness of teaching material products in the form of Student Worksheets (LKPD), personal letters and official letters based on the Scientific Approach showed an average *N-gain* value of class VII A of 0.75 including the high category, and 2) an average *N-gain* of class VII B of 0.71 including the high category, so that this product was declared effective for use in learning. The difference in average *N-gain* occurs because each class has different intelligence and characteristics.

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