

TABLE OF CONTENTS

APPROVAL	i
DECLARATION.....	ii
ACKNOWLEDGEMENTS.....	iii
ABSTRACT	v
TABLE OF CONTENTS.....	vi
LIST OF TABLES	x
LIST OF FIGURES	xii
LIST OF APPENDICES	xiv

CHAPTER I INTRODUCTION

1.1 The Background of the Research.....	1
1.2 The Research Problems	4
1.3 The Purpose of the Study.....	5
1.4 The Research Questions	6
1.5 The Hypothesis	6
1.6 The Scope of the Research	6
1.7 The significant of the Research	7
1.8 The Clarification of the Key Terms.....	8

CHAPTER II TEACHING WRITING THROUGH MICROSOFT WORD IN IMPROVING STUDENTS' WRITING SKILLS

2.1 The Nature of Writing	9
2.2 The Stages of Writing.....	11
2.3 The Aspect of Writing	13
2.4 Teaching Writing	13
2.4.1 The Importance of Teaching Writing	13
2.4.2 Writing and Its Approach	14

2.4.2.1	The Process Approach	16
2.4.2.2	Basic Principles of the Process Approach	18
2.4.2.3	Stages of Writing under the Process Approach	20
2.4.3	The Teacher's Role	22
2.4.3.1	The Teacher as Controller	22
2.4.3.2	The Teacher as Director.....	23
2.4.3.3	The Teacher as Manager.....	23
2.4.3.4	The Teacher as Facilitator	23
2.4.3.5	The Teacher as Resource.....	23
2.5	Microsoft Word in Teaching Writing	24
2.6	Using Microsoft Word for Writing.....	26
2.6.1	Thesaurus.....	27
2.6.2	Spelling Checker.....	28
2.6.2.1	Checking spelling as you type	29
2.6.2.2	Running the spelling checker.....	31
2.6.2.3	Customizing the spelling checker.....	33
2.6.2.4	What spelling checker cannot do	36
2.6.3	Grammar Checker.....	38
2.6.3.1	Checking grammar as you type	39
2.6.3.2	Running the grammar checker.....	43
2.6.3.3	Customizing the grammar checker	45
2.6.3.4	What grammar checker cannot do	47
2.6.4	Track Changes	49

CHAPTER III RESEARCH METHOD

3.1	The Research Method	53
3.2	The Research Variables	55
3.3	The Subject of the Research	56
3.3.1	The Population.....	56
3.3.2	The Sample	57
3.4	The Research Instruments.....	58

3.5	Data Collection Procedure	59
3.5.1	The Research Preparation	60
3.5.2	The Research Implementation	62
3.5.2.1	The Library Research	62
3.5.2.2	Try-out Test	62
3.5.2.3	Pre-Test.....	63
3.5.2.4	Treatment.....	63
3.5.2.5	Post-Test	64
3.5.2.6	Questionnaire	64
3.6	Data Analysis.....	65
3.6.1	Data Preparation	65
3.6.2	Data Tabulation	68
3.6.3	Data Implementation	68
3.6.3.1	The Test Instrument Analysis.....	68
3.6.3.1.1	Reliability	68
3.6.3.1.2	Validity.....	70
3.6.3.1.3	Practically.....	72
3.6.3.2	Pre-test data analysis.....	72
3.6.3.2.1	Testing the Normality of Distribution.....	73
3.6.3.2.2	Testing the Homogeneity of Variance	73
3.6.3.2.3	Testing the Independent- sample <i>t</i> test	74
3.6.3.3	Post-test Data Analysis	75
3.6.3.4	Questionnaire Data Analysis	75

CHAPTER IV THE RESEARCH FINDINGS AND DISCUSSIONS

4.1	The Research Findings	77
4.1.1	Test Instrument Analysis	78
4.1.1.1	Reliability Analysis	78
4.1.1.2	Validity Analysis	79
4.1.1.3	Practically Analysis	81
4.1.2	Pre-test Data Analysis.....	81

4.1.2.1	Testing the Normality of Distribution.....	84
4.1.2.2	Testing the Homogeneity of Variance	86
4.1.2.3	Testing the Independent-sample <i>t</i> test	87
4.1.3	Post-test Data Analysis	89
4.1.3.1	Testing the Normality of Distribution.....	92
4.1.3.2	Testing the Homogeneity of Variance	93
4.1.3.3	Testing the Independent-sample <i>t</i> test	94
4.1.4	Data Analysis on Each Areas of Writing.....	96
4.1.4.1	The Content.....	97
4.1.4.2	The Organization.....	99
4.1.4.3	The Vocabulary.....	101
4.1.4.4	The Language Use.....	103
4.1.4.5	The Mechanics	105
4.1.5	Questionnaire Data Analysis	107
4.1.5.1	The Advantages of the Use of Microsoft Word	110
4.1.5.2	The Disadvantages of the Use of Microsoft Word.....	112
4.2	The Discussions	113

CHAPTER V THE CONSLUSIONS AND RECOMMENDATIONS

5.1	The Conclusions	115
5.2	The Recommendations	119

BIBLIOGRAPHY 121

APPENDICES 125