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Spelling Errors in Official Letters in Kudus Regency

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Abstract: The authors in this research analyze official letters. This study examines the use of capital letters and punctuation marks. The aim of this research is to describe the errors in the use of capital letters in official letters at the Department of Education, Youth, and Sports of Kudus Regency, and to describe the use of punctuation marks in official letters at the Department of Education, Youth, and Sports of Kudus Regency. This study employs the theory of the Perfected Indonesian Spelling Edition V and Indonesian for Higher Education. It uses a qualitative descriptive method. The data collection techniques used in this study are documentation and note-taking. The results of this research indicate nineteen errors in the use of capital letters divided into three categories, and eleven errors in the use of punctuation marks divided into three categories.

Keywords: Spelling, Official Letters, Kudus Regency

1. Introduction

Hanifah et al (2022) emphasizing that language as a tool of communication holds a very significant position and function. Every communication has a purpose that is not solely to exchange information, but also to show one's existence to the environment. Language is a structured form of speech used by an individual to convey messages to interlocutors with the aim of being easily understood by both the speaker and the listener. Every communication has a purpose that is not only to exchange information but also to demonstrate the existence of others towards the environment (Ermanu, 2023). Language is an essential communication tool in human life; through language, humans can interact with one another (Firmansyah et al., 2023). Meanwhile, communication is the process of exchanging and conveying information and ideas from one person to another. Everyone should have the ability to speak and communicate (Rizza et al., 2022). The importance of language in social or public contexts cannot be overlooked because language can reflect social aspects when interacting with the social environment, both directly and through media (Wulandari, 2023).

Language proficiency refers to a person's ability to use language effectively (Roysa & Ristiyani, 2021). Writing is one of the four aspects of language proficiency. The activity of writing can be defined as both a process and a product that someone engages in to produce written work (Wibowo & Roysa, 2019). Writing is an essential activity in the learning process. After reading, writing is the next important step. When someone writes, they undoubtedly have a specific purpose they want to convey (Nani & Hendriana, 2019). Writing is the act of putting down or depicting graphic symbols that represent a language understood by someone, so that other people can read those graphic symbols if they understand the language and the graphic representation (Aswat et al., 2019). Through writing, someone can express their thoughts and feelings in written form (Ahsin & Ristiyani, 2019).

(Roysa, 2020) writing is about conveying information to readers so that they can understand the message being written. Through writing, someone can express creative ideas, thoughts about a subject, and feelings to others in written form, using words that are captured on paper or in digital format (Ayu & Ristiyani, 2022). A writer must be skilled in utilizing graphology, language structure, and vocabulary to convey the intended meaning and purpose (Herawati & Kanzunnudin, 2022). Vocabulary refers to the number of words a language possesses, both in spoken and written form (Listyaningsih, 2021). To become proficient in writing, it's not sufficient to only study theoretical knowledge about writing. It must begin with extensive learning and practice (Yulita & Roysa, 2020). Writing skills require a developmental process that involves experience, opportunities, and continuous practice (Ningrum et al., 2023).

Qutrinnida et al (2022) stating that the use of language in accordance with the General Guidelines for Indonesian Spelling (PUEBI) is one of the crucial factors in writing. Among the important rules in PUEBI are the rules for the use of capital letters and punctuation. It is essential to understand the rules for the use of capital letters and punctuation. In

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addition to the rules for capital letters and punctuation, in writing lessons, one should also pay attention to using proper and correct language. Good language is language that is appropriate to the situation, while correct language is language that complies with the rules, including spelling rules (Mulyati, 2022).

Ikasari et al (2020) a letter is a piece of paper or more containing a conversation (communication material) conveyed by one person to another, either on a personal or organizational/institutional basis. Based on the type of letter mentioned, there is an official letter. An official letter is a letter that contains certain official or business matters; therefore, the drafting of official letters is an important part of administrative work. The drafting of official letters must adhere to the rules of official letter writing, such as grammar and correct spelling. Before writing a letter, the writer must carefully consider the sentence structure, word choice or diction, spelling, and the use of punctuation that can clarify the letter's intent (Yurfiah, 2019). In addition, the letter writer should also avoid the use of inappropriate words and pay attention to letter writing guidelines. Misunderstandings or misinterpretations in communication through letters can be avoided by writing messages clearly and accurately (Huda, 2022).

According to Qutrinnida (2022) in writing, one cannot escape from writing regulations such as paying attention to correct spelling according to the General Guidelines for Indonesian Spelling. Spelling is a science that studies pronunciation or what is done orally, then written in a text (Roysa, 2022). The spelling used in official letters at the Department of Education, Youth, and Sports of Kudus Regency still has many inaccuracies/errors. The errors found include the use of standard language, the use of capital letters, punctuation errors, and preposition usage errors (Saputro et al., 2021). The presence of these errors has an impact on the person reading the letter. If the person reading the letter does not understand and comprehend the correct spelling according to the applicable rules, they may consider the writing in the letter to be correct and in accordance with the prevailing spelling rules. In this study, the researcher will examine the inaccuracies/errors in the use of capital letters and punctuation in outgoing official letters at the Department of Education, Youth, and Sports of Kudus Regency.

From the background above, it is clear that errors in spelling, capitalization, and punctuation in writing official letters at the Department of Education, Youth, and Sports of Kudus Regency are matters that require serious attention. Such errors can affect the understanding and interpretation of the letters read. Therefore, this study is important to evaluate and identify inaccuracies/errors in the use of capital letters and punctuation in outgoing official letters. The results of this study are expected to contribute to improving the quality of writing official letters in the Department of Education, Youth, and Sports of Kudus Regency. Additionally, it is hoped that awareness of the importance of spelling, capitalization, and punctuation will increase, making written communication in the institution clearer and more effective.

2. Literature Review

Letters are a means of communication used to convey written information from one party to another, whether related to business or non-business activities (Maya, 2021). An official letter is any written communication that concerns the tasks and activities of an institution. Official letters are only created by government institutions and can be sent to all parties related to the institution. Official letters that are made using formal and official guidelines will indirectly reflect the identity of a government institution (Septiana, Budi, & Binur, 2020). Official letters are intended for official purposes, whether for government or private institutions. They usually contain matters such as announcements, granting permission, assigning tasks, and others (Damayanti, 2020). As one of the communication tools in written form, the existence of letters is crucial, so the language used in a letter must be clear. Therefore, the drafting of letters cannot be arbitrary, without considering the rules of official letter writing, namely, grammar and spelling rules (Septiana et al., 2020).

According to Nugraheni & Ahsin (2020) The role of language in daily life is as a means of communication. Language proficiency refers to a person's ability to use language effectively. (Roysa, 2019). The correct use of language rules according to the General Guidelines for Indonesian Spelling (PUEBI) is one of the crucial factors in writing. Word selection is closely related to the rules of meaning, syntax, composition, and social relationships. These rules often support each other, making the writing more structured and meaningful, and easier to understand by others. The current spelling used is the General Guidelines for Indonesian Spelling (PUEBI) (Apriliana, 2020). Based on etymology, the word "ejaan" originates from the word "eja," which means pronouncing the letters or symbols of a language one by one (Ifutia et al., 2021). Spelling is the rules for representing sounds (words, sentences) in writing and using punctuation marks. The use of spelling comprises the overall regulations on how to represent speech sounds and how the relationship between those symbols (separation and combination) can be concluded. Spelling is the representation of sounds in the form of words, sentences, and others formed in writing (Septiana et al., 2020). One of the functions of spelling is to facilitate the reader's understanding of the meaning of a written text (Pandini, 2020). The elements included in spelling are sentence construction, word writing, and the use of punctuation. Determination of spelling errors is made when the spelling in a sentence does not comply with the General Guidelines for Indonesian Spelling (Roysa, 2023).

According to Adawiyah et al (2021) capital letters themselves are one of the language rules commonly encountered in a sentence or reading. Capital letters can be used as follows: as the first letter of each word at the beginning of a sentence, as the first letter in direct quotations, as the first letter in words and expressions related to religion, as the first letter in titles followed by a person's name, as the first letter in people's abbreviations, as the first letter in the name of a nation, tribe, and language, as the first letter in the name of years, months, days, and holidays, as the first letter in the

elements of geographical names, and as the first letter in all elements of the official name of a country (Nurseptiani et al., 2021). The use of capital letters still often contains errors. Mistakes in the use of capital letters frequently occur due to the low level of understanding among the public regarding the Indonesian language spelling rules. Words that should start with a capital letter are written in lowercase, and conversely, words that should start with a lowercase letter are written with a capital letter (Septiana et al., 2020).

3. Methodology

The method used in this research is qualitative descriptive method. This method is chosen because it aligns with the research objective to describe the errors in the use of capital letters and punctuation in official letters at the Department of Education, Youth, and Sports of Kudus Regency. This research employs an object based on the existing facts, thus the research is descriptive as it describes data based on objective reality and in line with the data found. The explanation of related concepts is done using words or sentences, making the research qualitative.

The data source in this study is the text of outgoing official letters at the Department of Education, Youth, and Sports of Kudus Regency, consisting of 20 official letters. The data collection technique used is documentation and note-taking. The documentation process involves reading and examining all official letters with the aim of identifying and obtaining data in the form of errors in the use of capital letters and punctuation in official letters. Subsequently, the data is recorded in the form of findings of errors in the use of capital letters and punctuation in official letters.

4. Result

4.1 Types of Spelling Errors in Official Letters Regarding the Use of Capital Letters

Based on the existing guidelines, capital letters should be used as follows:
(1) Capital letters are used as the first letter in the names of years, months, days, and holidays. In following sentence, there are errors in the use of capital letters as follows:
Day: RABU Day: SELASA Day: SENIN Day: RABU Day: JUM'AT Day: SENIN Day: SELASA Day: RABU Day: RABU Day: KAMIS Day: KAMIS Day: JUM'AT

The correct capitalization should be:
Day: Rabu, Day: Selasa, Day: Senin, Day: Rabu, Day: Jumat, Day: Senin, Day: Selasa, Day: Rabu, Day: Rabu, Day: Kamis, Day: Kamis, Day: Jumat.

(2) Capital letters are used as the first letter at the beginning of a sentence. In following sentence there is an error in the use of capital letters, as follows:
SEA WORLD, GELANGGANG SAMUDRA, DUFAN, MUSIUM UPI, FARM HOUSE, CIBADUYUT.

The correct capitalization should be:
Sea World, Gelanggang Samudra, Dufan, Musium Upi, Farm House, Cibaduyut.

(3) Capital letters are used as the first letter in the names of positions and ranks followed by a person's name or used as a substitute for a specific person's name, the name of an institution, or a place.

…mohon berkenan menugaskan Pejabat/staf yang menangani…

The capitalization in above is incorrect. The correct capitalization is as follows:
...mohon berkenan menugaskan pejabat/staf yang menangani…

5. Types of Spelling Errors in Official Letters Regarding the Use of Punctuation

1) The errors in the use of punctuation occurred in the use of the period

Based on the Indonesian Language Book for Higher Education, periods are used at the end of declarative sentences. After analyzing official letters, sentences with punctuation errors were found in following sentence:
The correct use of the period for the three sentences above is as follows:

Pengawas SMP Disdikpora Kudus (sebagai narasumber)[.]
Setelah kembali, harap melaporkan ke Dinas Pendidikan Kepemudaan dan Olahraga Kabupaten Kudus[.]
Demikian undangan kami, atas kehadiran dan perhatiannya disampaikan terima kasih[.]

2) The errors in the use of punctuation occurred in the use of the colon

Based on the Indonesian Language Book for Higher Education, colons are used between (a) volume or number and page, (b) surah and verse in the holy book, (c) title and subtitle of a composition, and (d) city name and publisher in the bibliography. In sentences containing punctuation errors are as follows:

Nomor [ ] 005/945.1/09.02/2020
Adapun waktu pengisian angket dapat dilakukan antara tanggal[:] 1 s.d 30 Juli 2020.

The correct use of the colon for the two sentences above is as follows:
Nomor [:] 005/945.1/09.02/2020
Adapun waktu pengisian angket dapat dilakukan antara tanggal 1 s.d 30 Juli 2020.

3) The errors in the use of punctuation occurred in the use of the hyphen

According to the Indonesian Language Book for Higher Education, the hyphen is used to link "se-" with the following word that starts with a capital letter. In sentences containing punctuation errors are as follows

K3S UPT. Pendidikan Kecamatan [Se-] Kabupaten Kudus
Yth. Kepala SMP Negeri/Swasta [Se-] Kabupaten Kudus
Kepala SD [se Kab. Kudus] lewat Koordinator Wilayah Kecamatan
Kepala SMP [se Kab. Kudus] lewat Ketua MKKS SMP
Yth. Koordinator Wilayah Kecamatan [Se- Kabupaten Kudus]
Kepala SD Penerima BOS Afirmasi dan Kinerja (terlampir) Lewat Korwilcam [se kudus]

The correct use of the hyphen for the sentences above is as follows:

K3S UPT. Pendidikan Kecamatan [se-] Kabupaten Kudus
Yth. Kepala SMP Negeri/Swasta [se-] Kabupaten Kudus
Kepala SD [se-Kab. Kudus] lewat Koordinator Wilayah Kecamatan
Kepala SMP [se-Kab. Kudus] lewat Ketua MKKS SMP
Yth. Koordinator Wilayah Kecamatan [se-Kabupaten Kudus]
Kepala SD Penerima BOS Afirmasi dan Kinerja (terlampir) lewat Korwilcam [se-Kudus]

6. Conclusion

Based on the findings of the study and the analysis of data regarding spelling in official correspondence in Kudus Regency, it can be summarized as follows: Errors in the use of capital letters occur in cases where capital letters are used as the first letter of the year, month, day, and important religious or national holidays. In this section, there were 12 errors in the use of capital letters, specifically in writing the names of the days of the week. Additionally, there were 6 errors in the use of capital letters as the first letter at the beginning of a sentence. There was 1 error in the use of capital letters as the first letter in job titles and ranks, followed by the name of a person, institution, or place. Errors in punctuation occurred in the use of periods. There were 3 errors in the use of period punctuation. Furthermore, there were 2 errors in the use of colon punctuation. Lastly, in the use of hyphen punctuation, there were 6 errors in its use.

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Conflict of Interest

The authors declare no conflicts of interest.

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