

Indonesian Spelling for Village Officials in Donorojo Village, Magelang Regency

Alfi Syahidah Dyah Puspitasari¹, Arinda Oktariski Setyaningsih², Azizah Nur Imani³, Desyntia Amanda Putri Handayani⁴, Sunu Setiawan Utama⁵, Kundharu Saddhono⁶, Uwe Barroso⁷

¹Universitas Sebelas Maret, Indonesia

²Universitas Sebelas Maret, Indonesia

³Universitas Sebelas Maret, Indonesia

⁴Universitas Sebelas Maret, Indonesia

⁵Universitas Sebelas Maret, Indonesia

⁶Universitas Sebelas Maret, Indonesia

⁷Isinki University of Helsinki Finland, Finland

ABSTRACT

Background. Letter writing in Indonesian is an important part of written communication, both in the context of official letters and everyday communication. However, there are still frequent errors in its use, especially in terms of the use of capital letters, spelling, and punctuation. These errors were also found in official letters issued by government agencies in Donorojo Village, Mertoyudan District, Magelang Regency. Based on these problems, the UNS MBKM grant team conducted outreach to Donorojo village government officials regarding the management of letter writing as an effort to enforce Law No. 24 of 2009, emphasized PP No. 57 of 2014, and Minister of Education and Culture Regulation No. 42 of 2018.

Purpose. The purpose of this activity is to increase understanding of the use of EYD in government staff correspondence products in Donorojo village.

Method. The method used is socialization and mentoring using presentation materials and interactive games. This activity is divided into three stages, namely preparation, implementation, and evaluation. The preparatory phase involved needs analysis, participatory approaches, and the development of socialization materials. The socialization was carried out by providing material and understanding about PUEBI. The evaluation stage is carried out through games involving standard and non-standard words.

Results. The result of this activity is an increase in understanding of the use of Enhanced Spelling (EYD) in government staff correspondence products in Donorojo village.

Conclusion. Governance of correspondence in government agencies is regulated in the law, in particular, Article 33 paragraph 1 which reads "Indonesian must be used in official communication in government and private work environments".

KEYWORDS

Indonesian Spelling, Letter writing, Spelling Mistakes, Official letter, PUEBI, Spelling Mistakes

Citation: Puspitasari, A, S, D., Setyaningsih, A, O., Imani, A, N., Handayani, D, A, P., Utama, S, S., Saddhono, K., & Barroso U. (2023). Indonesian Spelling for Village Officials in Donorojo Village, Magelang Regency. *Pengabdian: Jurnal Abdimas*, 1(4), 202–209.

<https://doi.org/10.55849/abdimas.v1i4.212>

Correspondence:

Alfi Syahidah Dyah Puspitasari,
alfisyahidah23@student.uns.ac.id

Received: July 12, 2023

Accepted: August 15, 2023

Published: September 09, 2023



INTRODUCTION

Indonesian is the language used in writing letters. The use of Indonesia is also not only for writing letter but

also for daily communication activities (Rizqina dkk., 2023). The written text must also be understandable by the reader. In addition, several other things that need to be considered in writing activities are the use of capital letters and punctuation marks, as well as the spelling used, namely enhanced spelling (EYD) (Sibagariang dkk., 2022) Writing can be defined as an activity of conveying messages by using written language as its media tool "expressing his opinion about writing, namely activities that require complex abilities" (Saputri & Irma, 2023). The ability to write is complementary pair with reading because both are sources of cognitive development (Andani & Dewi Anggraini, 2023). The written language in a paper must be clear, straightforward, and communicative so that readers can easily understand its contents (Pujiastuti dkk., 2022).

This enhanced spelling consists of four chapters, namely (1) the use of letters, (2) the writing of words, (3) the use of punctuation marks, and (4) the writing of absorption elements. Furthermore, spelling is a graphical convention, an agreement among community members who use a language to write down their language in the form of phoneme and letter symbols, but also regulates how to write words and write sentences along with punctuation marks (Syahputra & Alvindi, 2022). The elements of an effective sentence are seven characteristics that mark an effective sentence (Meidiana dkk., 2022). The seven characteristics are equivalence of structure, parallelism of form, firmness of meaning, frugality in words, accuracy of reasoning, coherence of ideas, and logic of language.

In writing a letter, we still find errors in writing words. Some of these errors include writing capital letters in the middle of a sentence, writing mistakes that are not by Enhanced Spelling (EYD), or using incorrect punctuation (Auliani dkk., 2023; Mustafiyanti dkk., 2023). In writing government agency letters, of course, there is no error in writing. In government agencies, letters are important things that become one of the administrative processes. The existence of a government agency letter is also used as a means of conveying information indirectly. There are three possible causes for someone to make a mistake in speaking, namely: (1) being influenced by the language he mastered earlier, (2) the language user's lack of understanding of the language he uses, (3) language teaching that is not precise or perfect (SAADI, 2022). Standard words are words that are spoken or written by someone according to standard rules and standard language guidelines (Syukriady & Pada, 2022).

Writing a letter is generally a way to convey information logically and systematically. The language used in writing the letter must also be logical, save words, not have ambiguous meanings, be careful in choosing words, and be polite and attractive. In the Indonesian language, both regarding words, spelling, word forms, and sentences, besides that, the language of letters must be effective (Wibowo dkk., 2020). Spelling is the rule for how to describe sounds (words, sentences, and so on) in written form (letters) and the use of punctuation marks (Regina & Anshori, 2022). Technically spelling is the rules of writing in a language that relate to writing letters, writing words, writing absorption elements, and using punctuation. As is well known, there are many versions of letters sent or written by government agencies, especially at the sub-district level. However, when observed in more depth, there are many errors contained in official letters issued by government officials, especially in the Village District of Donorojo, Mertoyudan District, Magelang Regency, Central Java Province (Mulyasari dkk., 2023; Wanti dkk., 2023). Therefore, UNS Indonesian Language and Literature Education students wanted to conduct socialization with Donorojo village government officials to be able to write standard official letters and comply with Indonesian language rules.

The MBKM Grant Program from students of the UNS Indonesian Language and Literature Education Study Program is in the form of assistance to improve mail management to enforce Law

No. 24 of 2009, emphasized PP No. 57 of 2014 and Minister of Education and Culture Regulation No. 42 of 2018 in Donorojo Village, Mertoyudan District, Magelang Regency, Central Java Province. There are still many letter products found in Donorojo village that are not by Indonesian language rules (Al Maarif dkk., 2023; Noer dkk., 2023). For this reason, this activity aims to make government officials understand more about the rules of language in writing letters and can make letters properly and correctly by with Indonesian rules. The targets of this activity were government officials from all sub-districts in Donorojo Village, Mertoyudan District, Magelang Regency. Targeted training

RESEARCH METHODOLOGY

for government officials who are directly related to letter management. The method used in this mentoring activity is the provision of training to government officials related to mail management. This activity was carried out using the socialization or counseling method by providing information about the enhanced use of the Indonesian language to village officials and the community in Donorojo village, district. Magelang. The implementation of this activity is divided into three stages, namely the preparation stage, the implementation stage, and the evaluation stage. The preparatory phase starts from April to May by doing several things, namely: (1) Conducting a needs analysis through field observations and surveys.

Observation activities are data collection or research problems that involve the community to understand the level of awareness (Ranal dkk., 2023; Utami dkk., 2023). These problems are related to knowledge and challenges that exist in society regarding the use of enhanced Indonesian. (2) Carrying out a participatory approach involving groups and individuals to plan the implementation of socialization by holding meetings with stakeholders to obtain input, thoughts, and support. In a participatory approach, researchers observe what people do, listen to what they say, and participate in their activities (Fadiyah dkk., 2023; Hermansyah dkk., 2023). (3) Development of socialization materials adapted to the needs of the target group. The material is packaged in PowerPoint media which contains the meaning, history, and benefits of PUEBI, and its application in correspondence, and is accompanied by games to increase the socialization participants' understanding of the improved use of Indonesian. (4) Preparation of modules addressed to village officials as reference materials and guidelines in making letters.

The implementation of socialization activities was carried out on May 13, 2023, with the participants of the socialization being village officials and the community. In practice, students present socialization materials that have been prepared beforehand. Then the last activity is an evaluation by providing games about standard and non-standard words to see the community's understanding of the enhanced use of Indonesian, the media games used are flipcharts containing two colors to determine the answer choices (Fiqih dkk., 2023; Pamuji & Limei, 2023). These games are also useful for adding vocabulary that is rarely known by the public and for reducing mistakes in using vocabulary in everyday life.

RESULTS AND DISCUSSION

The main achievement of the 2023 UNS MBKM Grant Program is increasing understanding of the use of EYD in government staff correspondence products in Donorojo village. The output of this activity is the development of modules or teaching materials regarding writing materials (letter management) which will be used to improve the competence of government officials in producing written products that are by the use of good and correct Indonesian (Azizah dkk., 2022; Nicholas dkk., 2023). The 2023 UNS MBKM Grant Program has been carried out through an initial survey,

preparation of materials, socialization, and mentoring which can be explained as follows.

1) Preliminary survey on mail management on 03 May 2023

This survey activity in the village of Donorojo, Mertoyudan, Magelang is a preparatory stage to obtain initial data regarding the conditions of problems faced by the community, especially government staff in the use of EYD in correspondence products (Putri dkk., 2023; Vicky dkk., 2023). Then in this activity, the existing official letter products became material in the UNS MBKM Grant activities in the form of socialization and EYD assistance to improve letter management.

2) Initial preparation of making materials

The implementation of making the materials was obtained from Donorojo village official letter products. Next, an analysis of errors that often appear in the writing of Donorojo village official letters is carried out. The results of the analysis found many errors in the use of EYD, such as the use of the word "saia" instead of "me"; "thank you" should be "thank you"; "tuk" should be "for"; "father" should be "father"; and "here" should be "here".



Figure 1. Socialization material and mentoring for EYD improvements in the governance of Donorojo Village correspondence

3) Information dissemination and assistance to the community regarding Enhanced Indonesian Spelling to improve letter management for village officials on 13 May 2023

This socialization and assistance was carried out with the community and Donorojo village government staff by assisting to improve mail management to enforce Law No. 24 of 2009 emphasized by PP No. 57 of 2014 and Minister of Education and Culture Regulation No. 42 of 2018. Because there are still many letter products found in Donorojo village that are not by existing Indonesian language rules.

In this activity, the public and government staff are given understanding and education through presentations of material that has been prepared beforehand. Socialization material in the form of EYD definitions, official letter structures, and standard and non-standard words. "EYD is an official guideline used by government and private agencies as well as the public in the proper and correct use of Indonesian (Holly dkk., 2023; Levan's dkk., 2022). Starting from the rules for writing letters, and absorption elements, to punctuation which are all needed in writing official letters, such as job application letters, official letters, and so on.

Furthermore, there is an evaluation in the form of games about standard and non-standard words to see the community's understanding of the enhanced use of Indonesian. Games activities are carried out as "rank one" using flipchart media. Flipchart is media modified from cardboard material with sides of two different colors. The following is procedure for first-ranking games, as follows.

- 1) Socialization participants are given flipcharts that already have two colors.
- 2) On the PowerPoint display, two words have red and blue colors.

- 3) Participants are asked to answer one standard word by holding up the color of the word.
- 4) If the participant answers the question incorrectly, the committee will take the flipchart.



Figure 2. Socialization and assistance for EYD improvements in the governance of Donorojo village correspondence

Opinions from the community and local government staff with this socialization and mentoring activity helped the community's understanding of the importance of using EYD in correspondence management (Fathia dkk., 2022; Liam dkk., 2023; Saputra dkk., 2022). Especially the opinion of the public, namely feeling helped in writing a good and correct official letter by applicable regulations to minimize defects in writing the letter.

CONCLUSION

Governance of correspondence in government agencies is regulated in the law, in particular, Article 33 paragraph 1 which reads "Indonesian must be used in official communication in government and private work environments". Thus, it is clear that the standard variety of Indonesian must be used by government agencies in managing correspondence. However, awareness and attention to letters are needed in an informative manner because there are still many found in government, especially in Donorojo Village, which has misused EYD in its management. Starting from the structure of official letters to the use of standard and non-standard words, it is important to provide education to the public and government staff so that in preparing official letters, such as job application letters and official letters, they are by the applicable EYD.

The socialization and mentoring activities received a positive response from the community and government staff of Donorojo village, Magelang, where they needed improvement regarding the correct and proper use of EYD in writing official letters. The main objective of this activity is to increase understanding of the use of EYD in the correspondence products of government staff in Donorojo village. In addition, there is the development of modules or teaching materials regarding writing materials (letter management) which will be used to improve the competence of government officials in producing written products that are by the use of good and correct Indonesian.

ACKNOWLEDGEMENT

We express our gratitude for the support and contributions of all parties involved in this project, including village officials and the people of Donorejo village who were very enthusiastic about participating as socialization participants, supervisors who always accompanied us, Sebelas Maret University through the MBKM grant who had provided financial support, and also all our colleagues who always provide moral support and motivation until this project is completed.

AUTHORS' CONTRIBUTION

Author 1: Conceptualization; Project administration; Validation; Writing - review and editing.

Author 2: Conceptualization; Data curation; In-vestigation.

Author 3: Data curation; Investigation.

Author 4: Formal analysis; Methodology; Writing - original draft.

Author 5: Supervision; Validation.

Author 6-7: Other contribution; Resources; Visuali-zation; Writing - original draft.

REFERENCES

Al Maarif, M. F., Afifah, R. A. N., Choirunnisa, A., Jannah, A. M., Zanuar, M. Y., Saddhono, K., & Yingxiang, S. (2023). Integrating and Strengthening National Vision in the Community as an Effort to Prevent Radicalization and Foster Love for the Motherland. *Pengabdian: Jurnal Abdimas*, 1(1), 20–29. <https://doi.org/10.55849/abdimas.v1i1.151>

Andani, S. T., & Dewi Anggraini, M. Pd. (2023). KEMAMPUAN MENULIS TEKS BERITA SISWA KELAS VIII SMP. *PUSTAKA: Jurnal Bahasa dan Pendidikan Vol. 3 No. 2 April 2023*, 3(2), 48–58.

Auliani, R., Suprawihadi, R., & Avinash, B. (2023). Application of Appropriate Technology for Clean Water. *Pengabdian: Jurnal Abdimas*, 1(1), 30–39. <https://doi.org/10.55849/abdimas.v1i1.152>

Azizah, W., Oktavia, N. A., & Mudinillah, A. (2022). The Use of The Canva Application in The Learning of Maharah Kitabah at The Islamic Boarding School Prof. Hamka Maninjau Class VII. *Sciencetchno: Journal of Science and Technology*, 1(1), 15–24. <https://doi.org/10.55849/sciencetchno.v1i1.2>

Fadiyah, F., Fuadi, A., Nurjannah, N., Irmayanti, I., & Lita, W. (2023). Quizizz Application-Based Interactive Learning Media Development Workshop for Junior High School Teacher. *Pengabdian: Jurnal Abdimas*, 1(2), 59–65. <https://doi.org/10.55849/abdimas.v1i2.157>

Fathia, W., March, J., & Sie, P. (2022). Utilization of Design Application for Mufradat Class X MTS Baabusalam Learning. *Sciencetchno: Journal of Science and Technology*, 1(1), 58–70. <https://doi.org/10.55849/sciencetchno.v1i1.5>

Fiqih, M., Thaha, A., Shidiq, S., Nafis, Moch. A., & Martin, W. (2023). The Concept of Internal Quality Assurance in Madrasah Diniyah PP. Al-Hidayah Tanggulangin Sidoarjo. *Pengabdian: Jurnal Abdimas*, 1(1), 40–45. <https://doi.org/10.55849/abdimas.v1i1.150>

Hermansyah, S., Nasmilah, N., Pammu, A., Saleh, N. J., Huazheng, H., & Congzhao, H. (2023). Socialization Making Media Learning Interactive E-Module based Flippbook in Elementary School 4 Maiwa. *Pengabdian: Jurnal Abdimas*, 1(1), 1–7. <https://doi.org/10.55849/abdimas.v1i1.117>

Holly, S., Maulik, B., & Samuel, I. (2023). Use of Whatsapp as A Learning Media to Increase Students' Learning Interest. *Sciencetchno: Journal of Science and Technology*, 2(1), 35–48. <https://doi.org/10.55849/sciencetchno.v2i1.57>

Levan's, O., Tanucan, J. C. M., & Garzozzi-Pincay, R. F. (2022). Used Learning at Al-Irsyad Bulaan Kamba Islamic Boarding School. *Sciencetchno: Journal of Science and Technology*, 1(1), 71–85. <https://doi.org/10.55849/sciencetchno.v1i1.6>

Liam, L., Hui, H., & Carsten, L. (2023). Utilization of ICT in Learning the History of Islamic Culture. *Sciencetchno: Journal of Science and Technology*, 2(1), 64–79. <https://doi.org/10.55849/sciencetchno.v2i1.49>

Meidiana, R., Suryadi, & Basuki, R. (2022). ANALISIS KESALAHAN BERBAHASA INDONESIA DALAM PENULISAN SURAT DINAS KANTOR DESA SE-KECAMATAN LEBONG ATAS KABUPATEN LEBONG 1. *JURNAL ILMIAH KORPUS*, 6(1), 85–94.

Mulyasari, D., Noer, R. M., Sari, N., Ermawaty, E., Triharyadi, F., Tampubolon, D., & Catherine, S. (2023). Improving Health Status in The Elderly Through Health Checks and Education at Nuriah Nursing Homes in Karimun. *Pengabdian: Jurnal Abdimas*, 1(2), 75–81. <https://doi.org/10.55849/abdimas.v1i2.183>

Mustafiyanti, M., Putri, M. P., Muyassaroh, M., Noviani, D., & Dylan, M. (2023). A Form of Independent Curriculum, an Overview of Independent Learning at State Elementary School 05 Gelumbang Muaraenim. *Pengabdian: Jurnal Abdimas*, 1(2), 82–96. <https://doi.org/10.55849/abdimas.v1i2.185>

Nicholas, T., James, G., & Robert, K. (2023). Moral Aqidah Learning Using Video-Based Technology. *Scientechno: Journal of Science and Technology*, 2(1), 1–16. <https://doi.org/10.55849/scientechno.v2i1.65>

Noer, R. M., Silalahi, A. D., Mulyasari, D., Sari, N., Ermawaty, E., Triharyadi, F., Tampubolon, D., & Bevoor, B. (2023). Improving the Degree of Health in the Elderly Through Health Checks and Education. *Pengabdian: Jurnal Abdimas*, 1(1), 8–13. <https://doi.org/10.55849/abdimas.v1i1.139>

Pamuji, S., & Limei, S. (2023). The Managerial Competence Of The Madrasa Head In Improving Teacher Professionalism And Performance At Mi Al-Maarif Bojongsari, Cilacap District. *Pengabdian: Jurnal Abdimas*, 1(2), 66–74. <https://doi.org/10.55849/abdimas.v1i2.158>

Pujiastuti, R., Ardhianti, M., Pramujiono, A., & Sunu Catur Budiyo. (2022). PEMAKAIAN BAHASA INDONESIA RAGAM ILMIAH PADA KARYA TULIS BEST PRACTICE GURU SMPN SE-KABUPATEN SIDOARJO. *PATIKALA: Jurnal Pengabdian Kepada Masyarakat*, 1(4), 357–365.

Putri, N. A., Kamaluddin, K., & Amrina, A. (2023). TikTok Application on Achievement and Learning Motivation at Influence Colleges. *Scientechno: Journal of Science and Technology*, 2(1), 80–96. <https://doi.org/10.55849/scientechno.v2i1.62>

Ranal, A., Husniyah, H., Fienti, Y., Putri, S. A., Lenin, F., Musrika, M., Diana, D., & Xin, D. (2023). Physical Activity Training Education for the Elderly at Nursing Homes. *Pengabdian: Jurnal Abdimas*, 1(1), 14–19. <https://doi.org/10.55849/abdimas.v1i1.143>

Regina, F. S., & Anshori, D. (2022). Bahasa Indonesia dalam Pemajuan Kebudayaan. *Literasi: Jurnal Ilmiah Pendidikan Bahasa, Sastra Indonesia dan Daerah*, 12(2), 214–227.

Rizqina, A. A., Saddhono, K., & Suhita³, R. (2023). ANALISIS RAGAM BAHASA GURU DAN SISWA DALAM INTERAKSI KELAS DI SDN 1 KABUNDERAN. *JOURNAL REGY RESEARCH IN EDUCATION AND TECHNOLOGY*, 2(1), 33–39.

SAADI, M. LA. (2022). ANALISIS KESALAHAN BERBAHASA PADA SURAT RESMI DI KANTOR NEGERI ADMINISTRATIF TANAH RATA KECAMATAN BANDA KABUPATEN MALUKU TENGAH. *PARADIGMA: Jurnal Ilmu Pendidikan dan Humaniora*, 8, 28–37.

Saputra, A. G., Rahmawati, T., Andrew, B., & Amri, Y. (2022). Using Canva Application for Elementary School Learning Media. *Scientechno: Journal of Science and Technology*, 1(1), 46–57. <https://doi.org/10.55849/scientechno.v1i1.4>

Saputri, A. T. S., & Irma, C. N. (2023). BENTUK KESALAHAN BERBAHASA DALAM MENULIS SURAT LAMARAN PEKERJAAN PADA SISWA KELAS XII DI SMK MUHAMMADIYAH 2 AJIBARANG. *DIALEKTIKA Pendidikan Bahasa Indonesia*, 2(2), 109–124.

Sibagariang, E. E. L., Rahimah, A., & Angin, T. B. B. (2022). Kesalahan Penggunaan Huruf Kapital Pada Surat Dinas di Kedai Tiga Kecamatan Barus Tapanuli Tengah. *JURNAL BASASASINDO*, 2(1), 14–23.

Syahputra, E., & Alvindi. (2022). Berlakunya Perubahan Ejaan yang disempurnakan (EYD) menjadi Pedoman Umum Ejaan Bahasa Indonesia (PUEBI). *Mahaguru: Jurnal Pendidikan Guru Sekolah Dasar*, 3(1), 160–166. <https://doi.org/10.33487/mgr.v3i1.3923>

Syukriady, D., & Pada, B. T. (2022). Telaah Diksi Dalam Ragam Bahasa Jurnalistik Tajuk Rencana Surat Kabar Harian Republika: Sebuah Tinjauan Semantik. *EDULEC: EDUCATION, LANGUAGE AND CULTURE JOURNAL*, 3, 269–284.

Utami, L. D., Amin, M., Mustafiyanti, M., & Alon, F. (2023). Masjid Friendly: Mosque Based Economic Empowerment. *Pengabdian: Jurnal Abdimas*, 1(2), 97–106. <https://doi.org/10.55849/abdimas.v1i2.186>

Vicky, D., Adrianna, H., & Phan, B. (2023). Use of Gadgets by Early Childhood in the Digital Age to Increase Learning Interest. *Sciencetechno: Journal of Science and Technology*, 2(1), 17–34. <https://doi.org/10.55849/sciencetechno.v2i1.58>

Wanti, L. P., Romadloni, A., Somantri, O., Sari, L., Prasetya, N. W. A., & Johanna, A. (2023). English Learning Assistance Using Interactive Media for Children with Special Needs to Improve Growth and Development. *Pengabdian: Jurnal Abdimas*, 1(2), 46–58. <https://doi.org/10.55849/abdimas.v1i2.155>

Wibowo, E. W., Yoeliastuti, Faridah, Estiana, R., & Karomah, N. G. (2020). Pelatihan Pengelolaan Administrasi Surat Menyurat bagi Warga Belajar di PKBM Ristek Nusantara Jaya Jakarta. *Jurnal Abdidas*, 1(3), 149–156.

Copyright Holder :

© Alfi Syahidah Dyah Puspitasari et al. (2023).

First Publication Right :

© Pengabdian: Jurnal Abdimas

This article is under:

