

## STRUKTUR BUKU TEKS “THINK GLOBALLY ACT LOCALLY” UNTUK KELAS 9 SMP

### Textbook Structure of “Think Globally Act Locally” For 9<sup>th</sup> Grade Junior High School

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#### Abstrak

Penelitian ini bertujuan menganalisis kesesuaian struktur buku teks “Think Globally Act Locally” untuk kelas 9 SMP. Yang berfokus pada Kesesuaian Struktur Buku Teks. Peneliti menggunakan sumber data berupa buku teks sebagai primary data dengan menggunakan analisis isi kualitatif sebagai metode penelitian. Peneliti menggunakan document checklist sebagai instrumen untuk menganalisis data, guna menjawab pertanyaan penelitian. checklist dalam penelitian ini digunakan untuk membuktikan bahwa penelitian ini memiliki pedoman untuk menganalisis data. Hasil penelitian menunjukkan bahwa Ada empat penilaian dalam buku ini meliputi cover, *preliminaries page*, *main part* dan bagian *postliminary*. Pada bagian cover, semua indikator sesuai. Pada *preliminaries page*, semua indikator sesuai kecuali *blank pages*. Pada bagian *main part*, peneliti menemukan indikator yang meliputi *chapter title*, *chapter numbering*, *detail*, *quote*, *illustration* dan *title*. peneliti menemukan beberapa indikator pada *main part* kecuali *introduction*, *paragraph* dan *initials*. pada bagian *postliminary* peneliti hanya menemukan dua indikator yaitu *reference* dan *writer biography*. pada bagian *postliminary* peneliti tidak menemukan indikator diantaranya *closing notes*, *glossary*, *attachment* dan *index*. Dari data diatas dinyatakan bahwa struktur buku tersebut masuk kedalam kategori kurang sesuai.

#### Kata Kunci:

Struktur buku  
Buku siswa  
Buku “Think Globally Act  
Locally”

#### Keywords:

Book Structure  
Student Book  
Book “Think Globally Act Locally”

#### Abstract

This study aims to analyze the suitability of the structure of the textbook “Think Globally Act Locally” for grade 9 junior high school. Researchers only focus on textbooks about the suitability of textbook structures. Researchers use a data source in the form of textbooks as data by using qualitative content analysis as a research method. Researchers use a document checklist as an instrument for analyzing data, in order to answer research questions. The researchers want to answer the research question, namely: what is the structure of the textbook “Think Globally Act Locally” for class IX in junior high school? The checklist in this study is used to prove that this study has guidelines for analyzing data. The results of the study show that there are four assessments in this book including cover, *preliminary page*, *main part* and *postliminary section*. On the cover, all indicators match. On the *preliminary page*, all indicators match except *blank pages*. In the *main part*, the researcher find indicators which included *chapter title*, *chapter numbering*, *detail*, *quote*, *illustration* and *title*. The researcher find several indicators in the *main part* except the *introduction*, *paragraphs* and *initials*. In the *postliminary section* the researchers only find two indicators, namely *references* and *writer biographies*. In the *postliminary section* the researchers do not find any indicators including *closing notes*, *glossary*, *attachments* and *index*. From the data above, the structure of the book is included in the less feasible category.

## INTRODUCTION

Textbooks are needed by teachers and students in teaching and learning process. It is an essential source of learning materials in the classroom, and increases student’s knowledge related to cultural information and global situations (Ahour et al. 2014),

in Jusuf (2018). Then, it is also an effective resource for autonomous learning and presentation materials. Textbooks are also needed by teachers to share knowledge and ideas in books with students and textbooks are also used by teachers as a guide in the learning process.

Based on interviews with the teachers that used the book, they said that book is very useful in the teaching and learning process and that book is very helpful to guide the students in the teaching and learning process. Based on preliminary analysis by the researcher, some parts of the books is appropriate and some part is not related to the structure of the book. The mismatch in this book is the explanation of the material that is not clear in each chapter. In each chapter there is no complete and coherent paragraph which is a requirement that must exist in the structure of the textbook. Based on the interviews above, the researcher wants to find out which parts are appropriate and which parts are not appropriate with textbook structure in the book entitled "Think Globally Act Locally" for IX junior high school.

the research questions for this study is How the textbook structure of "Think Globally Act Locally" for IX junior high school?". The purpose of this research is to analyze the textbook for class IX junior high school entitled "Think Globally Act Locally" and to determine the suitability of the structure of the textbook entitled "think globally act locally" for IX junior high school.

Direktorat Jendral Pendidikan Tinggi (Dikti) states that textbook is a book that used as a guide for courses that are compiled and written by experts in their fields. The textbook must contain fields that meet the textbooks and be officially published and disseminated. In addition, the notion of textbooks can also be understood as textbooks in certain fields of study which are standard books compiled by experts in their fields.

Books have become a printed form that can be used to present all kinds of writing for many purposes. Printed book or often referred to as textbook is a presentation of material in the form of printed material logically and systematically about a branch of knowledge or a particular field of study (Daryanto 2011). Starting from presenting information and

knowledge, telling a story, to just a collection of terms. There are also many types of needs that require books, for example books to increase knowledge, entertainment, or also for learning needs.

The general structure or sections of this book are as follows: (Suwarno, 2011)

1. Cover

The cover or cover of the book is the outermost protective part of the book which is useful for presenting the title of the publication page, the name of the author, and the publisher accompanied by graphic images to support the attraction of the reader.

2. Preliminaries Page

Introduction is the part of writing that provides initial information to the reader about the research being written. The aim is to build a research framework so that readers can understand how this research relates to other studies.

3. Main Part (Content)

This section contains the contents of the book, In terms of content feasibility, there are three indicators that must be considered, namely (1) suitability of the material description with competency standards (SK) and basic competencies (KD) contained in the curriculum of the subject concerned; (2) the accuracy of the material; and (3) learning support materials (Muslich, 2010: 292).

4. Postliminary Section

This Postliminary section is the final section to close the contents of the book. Placed between the main part and the back cover of the book.

## METHODOLOGY

The design of this research was qualitative research. Related to the research purpose, the

researcher used document or content analysis method. The source of data for this research is the English textbook that is selected from textbook entitled "Think Globally Act Locally" for IX grade in junior high school, a textbook published by the Ministry of Education and Culture of the Republic of Indonesia in 2013. This book consists of eleven chapters and the researcher takes all units as a sample. The researcher uses document checklist as appropriate tools to help the researcher to collect the data. After collecting the data, the researcher analyze it. There are several components in analyzing the data. The process of data analysis is one of these components. Preparing data for analysis, organizing different analyses, deeply understanding the data, representing the data, and interpreting the data's large meaning are all part of the process. The researcher used the steps which were stated by (Creswell, 2014) to be data analysis technique. The generic steps of specific research consisted of six steps. The five-generic steps were as follow:

1. Organizing and preparing the data for
2. Read all of the data.
3. Beginning detailed analysis with a coding process.
4. Using the coding process
5. Advance

## FINDING AND DISCUSSION

The researcher found data in the English textbook "Think Globally Act Locally" for Ninth junior highschool a textbook by Siti Wachidah.

### 1. Cover Section

#### a. Front Cover

This book has an attractive design for students. The front cover is dominated by red, blue and yellow color. It also featured interesting pictures related to everyday life that is close to students. On the front

cover there are grade nine numbers written in roman numerals, which are accompanied by a blue box. On the front cover there is the Tut Wuri Handayani logo, a picture of a globe, teachers and students. The front cover which is designed as beautiful and attractive as this will certainly increase students' interest in reading the book.

#### b. Back Cover

The back cover is dominated by yellow and red colors. On the back cover there is the title of the book, short information about the book which is arranged in a red box, the distribution of zones for selling the book and there is an ISBN number. The back cover contains short book information about the book.

#### c. The Back of The Book

The back of the book is dominated by yellow and blue. On the back of the book there is the title of the book, the tut wuri handayani logo and the 2013 curriculum logo. The back of the book is made thick and hard so it can hold the thickness of the book.

#### d. Endorsement

In the endorsement section, there is short information about the English textbook of "Think Globally Act Locally" arranged in a red box.

#### e. Cover Tongue

On the cover tongue there is a book summary with a red background. Unfortunately on the cover tongue there is only a summary of the book except for the author's photo and biography.

### 2. Preliminaries Page

#### a. The Title Page

On the title page there is the title of the book, Bahasa Inggris "Think Globally Act Locally" dominated by yellow and red colors, there are class numbers written in roman numerals and pictures animation of students and teachers.

b. Blank Page

A blank page, usually located behind the French page that does not contain any information. In Textbook "Think Globally Act Locally" there is no indicator of the blank page

c. Copyright Notes

Copyright Notes (Copyright), dominated by white and pink colors. on this page contains the title of the book "Think Globally Act Locally" with the author's name (Siti Wachidah, Asep Gunawan, Diyantari) the name of the reviewer (Lestari Manggong, WawanGunawan, Ouikurema Purwati) the name of the reviewer (Siti Yuliana) and the publisher (Pusat Kurikulum dan Perbukuan, Balitbang, Kemendikbud) has a disclaimer notes and ISBN number. Arranged in font myriad Pro, 11 pt.

d. Additional pages

Additional pages, additional pages that contain the author's preface or introduction. The introduction word is written in white and surrounded in red colors and the rest is filled in with the introduction

e. Table of contents

On the table of contents there is a picture of two students covered in red colors. In the table of contents contains an introduction, table of contents, on the first semester which consists of chapters one to chapter six. The second semester consists of chapters seven to

chapters eleven. Each chapter has a title and page number. In this table of contents there are also page numbers of references, author profiles, reviewer profiles, editor profiles and illustrator profiles.

3. Main Part

a. Introduction

Introduction, is a prefix before the reader reads the subject so, the reader knows why the subject needs to be discussed. Introduction, or which is often written with the symbol I, or more familiarly heard with preliminary. However, in the English textbook "Think Globally Act Locally" there is no introduction in each chapter

b. Chapter Title

English textbook of "Think Globally Act Locally" consists of eleven chapters. The title section of each chapter contains the title of the topic and chapter number written by roman numerals. in each chapter there are interesting illustrations that illustrate what lessons we will learn in that chapter. and in each chapter there is a white box containing brief information about what will be learned in that chapter

c. Chapter Numbering

The English textbook of "Think Globally Act Locally" has the chapter number in each chapter written in roman numerals. In the chapter number there is also a topic title that has a black background from all chapter

d. Paragraph

Paragraph, this is the part where the author pours the content or what he wants to present. However, in this book there is no paragraph in every contents of the book

e. Details

Details, descriptions of objects so that readers are not confused about the object being discussed, usually for foreign objects or terms. In english textbook

- “Think Globally Act Locally” have a details in each chapter arranged in a white box.
- f. Quote  
In the english textbook of "Think Globally Act Locally" there is a quote taken from BILL GATES "The great thing about a notebook computer is that no matter how much you stuff into it, it doesn't get bigger or heavier." This quote is arranged on a white page with chat balloons and a curly haired student surrounded by red dotted lines forming a square
  - g. Illustrations  
English textbook "Think Globally Act Locally" consists of eleven chapters. Each chapter has an interesting illustration that relates to the topic in each chapter. Interesting illustrations on each material will increase students' interest in reading. Interesting illustrations also make it easy for students to understand the material in each chapter
  - h. Title  
English textbook "Think Globally Act Locally" consists of eleven chapters. Each chapter has a title of its respective topic
  - i. Initials  
Initials, affirmation of the prefix of letters or sentences in each chapter is done by printing in bold letters and making the font size larger than the other letters. However, in this book there is no Initial indicator
4. Postliminary Section
- a. Closing notes  
Closing notes, usually containing conclusions or summaries or additions of relevant material or information. However in English textbook "Think Globally Act Locally" there is no closing notes
  - b. Glossary of terms  
Glossary of terms or (glossary), a glossary is a list of important words or terms arranged in alphabetical order that defines a particular area of knowledge. However in this book there is no glossary indicators
  - c. Attacment  
attachments are additional documents that are added (attached) to the main document. Book attachments can also contain text or images. However in this book there is no attachment indicators.
  - d. Index  
Index, in the form of a list of terms contained in the book accompanied by the page where the term appears without meaning and arranged alphabetically to make searching easier. However in this book there is no index indicator
  - e. References  
References, a bibliography is a list that contains books or other sources used in a scientific research. References in this book are placed on pages 210 to 212. The references are arranged alphabetically, with a white background and at the end of the reference there is the slogan "Orang Bijak Taat Pajak" arranged in a blue box.
  - f. Writer biography  
In the writer biography section, there is a photo of the writer named siti wachidah. In this section, there is complete information from the author of the book, including full name and title, telephone number, email, office address, area of expertise, work history, education history, published book titles and research titles for the last ten years.

Table. 1.1 Assesment All Chapter

Textbook Structure	(√/-)	Explanation
<b>Cover.</b> Analyzing the cover of English textbook "Think Globally Act Locally" according to the characteristic of cover.	√	Have all indicators and sub indicators.
<b>Preliminaries Page.</b> Analyzing the preliminaries page of English textbook "Think Globally Act Locally" according to the characteristic of preliminaries page.	√	Have all indicators and sub indicators except blank pages.

<b>Main Part.</b> Analyzing the main part of English textbook "Think Globally Act Locally" according to the characteristic of main part.	√	Have all indicators and sub indicators except introduction, paragraph and initials.
<b>Postliminary Section.</b> Analyzing the postliminary section of English textbook "Think Globally Act Locally" according to the characteristic of postliminary section.	√	Only have two indicators referenes and writer biography except closing notes, glossary, attachment and index.

**Notes:** √ Available - Not Available

## CONCLUSION

The researcher focus on the suitability of english textbook structure in the textbook "Think Globally Act Locally", from the result of this study it could be concluded that , the suitability of the textbook structure in the textbook "Think Globally Act Locally" almost fulfilled the suitability of the book structure with the exiting rules. There are four assesments in this book including cover, preliminaries page, main part and postliminary section. In the cover section, all indicator are appropriate. In preliminaries page, all indicators are appropriate except blank page. In the main part, the researcher found indicators including chapter title, chapter numbering, detail, quote, illustration and title. the researcher found several indicators in the main part except the introduction, paragraphs and initials. in the postliminary section the researcher only found two indicators including references and writer's biography. in the postliminary section the researcher did not find indicators including closing notes, glossary, attachment and index.

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