

Ryzalia Maf'ulin Ashila Irman. 2019. *Implementasi Keterampilan Note Taking pada Materi Menulis Surat Pribadi Siswa Kelas VII SMPN 2 Bangkalan Tahun Ajaran 2018/2019*. Skripsi. Program Studi Pendidikan Bahasa dan Sastra Indonesia, Fakultas Ilmu Pendidikan, Universitas Trunojoyo Madura. Pembimbing I: Abdul Rosid, S.Pd., M.Pd. Pembimbing II: Ahmad Jami'ul Amil, S.Pd., M.Pd.

ABSTRAK

Abstrak: Keterampilan *note taking* merupakan suatu keterampilan yang digunakan untuk menulis catatan guna menyimpan informasi-informasi yang diperoleh melalui kegiatan menyimak dan membaca. Keterampilan *note taking* sangat penting dilakukan dalam proses memperoleh informasi, agar dapat dipahami dan diingat ketika ingin mengulas kembali informasi yang telah diterima. Keterampilan *note taking* tidak hanya sekadar menulis catatan dengan bentuk ringkasan (bentuk paragraf), melainkan keterampilan *note taking* memfokuskan pada penulisan catatan dengan menggunakan *mind mapping* (peta pikiran), dan penulisan catatan dengan menggunakan catatan: ts (catatan: tulis susun). Pengimplementasian keterampilan *note taking* dilaksanakan pada saat siswa menerima materi surat pribadi. Penelitian ini bertujuan untuk mengetahui tahapan-tahapan menulis catatan dengan menggunakan keterampilan *note taking* serta mengetahui pelaksanaan pengimplmentasian keterampilan *note taking* di dalam kelas. Pada penelitian ini, keterampilan *note taking* dilakukan di lingkungan sekolah, khususnya SMPN 2 Bangkalan pada siswa kelas VII-K. Penelitian ini menggunakan rancangan penelitian deskriptif kualitatif, dengan teknik pengumpulan datanya dilakukan melalui observasi, wawancara, dan dokumentasi. Teknik analisis data yang digunakan pada penelitian ini adalah reduksi data, *display* data, verifikasi dan penegasan kesimpulan. Hasil penelitian menunjukkan bahwa siswa telah mengimplementasikan keterampilan *note taking* mulai dari tahapan menyiapkan buku catatan hingga tahapan untuk menyalurkan kreativitas siswa. Kreativitas yang ditunjukkan siswa berupa pemberian warna, gambar, simbol, dan tanda ke dalam buku catatannya. Pelaksanaan implementasi keterampilan *note taking* dilaksanakan dengan cukup baik. Siswa mampu memahami tahapan-tahapan pengimplementasian keterampilan *note taking* serta memberikan respon positif terhadap keterlaksanaan keterampilan *note taking* di dalam kelas. Melalui hasil penelitian, dapat disimpulkan bahwa implementasi keterampilan *note taking* telah diterapkan oleh siswa dengan cukup baik. Siswa mengikuti tahapan-tahapan penulisan catatan serta siswa merespon positif terhadap pengimplementasian keterampilan *note taking*.

Kata kunci: implementasi, *note taking*, menulis surat pribadi.

Ryzalia Maf'ulin Ashila Irman. 2019. *Implementation of Note Taking Skills on Writing Personal Letters Material for Student VII Class of SMPN 2 Bangkalan Academic Year 2018/2019*. Thesis. Study Program of Indonesian Language and Literature Education, Faculty of Science Education, University of Trunojoyo Madura. Advisor I: Abdul Rosid, S.Pd., M.Pd. Advisor II: Ahmad Jami'ul Amil, S.Pd., M.Pd.

ABSTRACT

Abstract: *Note taking skill is a skill that is used to write a note to save the information obtained through listening and reading activities. Note taking skill is very important to do in the process of obtaining information, because it can be understood and remembered when wanting to review the information that has been received. Note taking skill is not only writing notes with summary forms (paragraph forms), but note taking skill focuses on writing notes using mind mapping, and writing notes using notes: ts (note: stacking notes). The implementation of note taking skill is carried out when students receive personal letter material. The aim of the study is to know the stages of writing notes by using note taking skill and knowing the implementation of note taking skill in the class. In this study, note taking skill was carried out in the school environment, especially Bangkalan 2 Junior High School in students of VII-K class. This study used a descriptive qualitative research design with data collection technique carried out through observation, interviews, and documentation. The data analysis techniques used in this study were data reduction, data display, verification and confirmation of conclusion. The results of the study showed that students had implemented note taking skill started from the stage of preparing the notebook to the stage of channeling student's creativity. The creativity showed by student is in the form of colors, images, symbols, and signs in their notebooks. The implementation of note taking skill was carried out quite well. Students were able to understand the stages of implementing note taking skill and provide a positive response to the implementation of note taking skill in the classroom. Through the results of the study, it can be concluded that the implementation of note taking skill has been applied by students quite well. Students follow the stages of writing notes and students respond positively to the implementation of note taking skill.*

Keywords: *implementation, note taking, writing a personal letter.*