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## **TUTORIAL ON ENGLISH SUBJECT BY USING CONCEPT MAPPING STRATEGY AT OPEN UNIVERSITY OF PADANG**

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### ***Abstract***

Tutorial is done to several subjects at Open University (OU). One of them is English Subject. Open University (OU) is a distance learning program. It provides assistances in formulating independent learning materials, examination materials, tutorials and practice classes. They are free in registration, age, graduation (should graduated from SHS) and sum of examinations. There are 3 subjects every semester to have assistance (Saturday afternoon and Sundays). In this study students should prepare themselves to learn materials independently. There are some medias to help them for learning such as audio visual; For several years cassette is given to the students but no students used it and now they gave Compact Disc (CD). They are also given in printed materials books for all learning resources and called module. Both the media never used before pre assistance. They did not know how to start and to study because English still as a foreign language for them. Many of students are teachers, they got difficulty to comprehend their module even provides them with tutorials. They are lack of time (as teacher they teach from Monday to Saturday morning), less understand to manage their task especially in learning English as a foreign language. Tutorial is not one aspect can help their problem. The writer used another strategy ; Concept Mapping Strategy; that is very useful in helping them to study and understand their module. It helped them in improving students' comprehension . They can study regularly and effectively based on their time's schedule as a teacher.

***Key Words : Tutorial, English Subject, Module, Concept Mapping Strategy, Open University (OU)***

## **Introduction**

Open University (OU) is an institution of distance learning in system and open education. Open University is an organisation that provides chargeable university level education for anyone interested regardless of educational background or age. Teaching is arranged during evenings and weekends, so that as many students as possible are able to participate. Open university education has equivalent aims, contents and requirements as the teaching of the university students.

Open University is one of 45 Public Universities (PTN) in Indonesia who is implementing the system open and distance learning. This system proved effective for increasing outreach and equitable high-quality educational opportunities for all citizens of Indonesia, including those who live in remote areas, both throughout the country and in various parts of the world. The meaning is open to college that no restrictions whether for registration, time study, age, or years of graduation (but they have passed SHS or equal SLTA) and large amounts of time they undertake the examinations.

Development of science and technology so quickly requires us to continue to enhance the potential of human resources (HR) which support productivity. However, the limitations of space and time into a major obstacle for many people in developing themselves and enhance the career. OU has been accredited, both national and international accreditation. Internationally, OU has been awarded the International Quality Certification and Accreditation from the International Council for Open and Distance Education (ICDE) Standard Agency (ISA), and has received the ISO 9001:2000 certification bodies, i.e. SAI Global and SGS. In addition, the majority of courses at OU have earned accreditation from the National Accrediting Agency for higher education (BAN-PT).

Students at OU are expected to learn independently. How independent study requires students to study on the initiative or on its own initiative. Independent study can be done alone or in groups, in both study groups as well as in a group tutorial. OU provides learning materials created specifically to be learned independently. In addition

to using materials provided by UT, students can also take the initiative utilizing the library, follow the tutorial either face-to-face or via the Internet (online tutorials), radio and television, as well as using other learning resources such as computer-assisted learning materials and audio/video program. When experiencing learning difficulties, students can ask for information or help tutorial to the distance learning Program Unit of the Open University (UPBJJ-UT). Effective strategies for someone, might not be effective for other people, not even for everyone. Because it may not be effective for someone else again. The secret of the success of the learning we are determined by our ability to develop the most effective strategies for us, which corresponds with the style/style.

One of the courses or subjects is English will be at the tutorial in Open University. English language learning is still acted as a foreign language so for students taking programs PGSD/PGPAUD at OU, most of them are teachers, get difficulty in understanding modules although given a few times for the tutorial so that they can get the assistance of a more concrete explanation about the classes they faced.

Face to face using media such as printed media (module) and non-print media (audio/video, computer/internet, radio/tv. For some courses, assisted with the tutorial and use the print media; module. English tutorial for previously assisted with cassette tape and is now replaced by the Compact Disc (CD) and this tool they use is not the same with the module. At the beginning of the tutorial that is usually the students have read the module until it turns out that because it is written in English then face tutorial English becomes a constraint.

### **Review and Related Theories**

For academic success, it seems comprehending text is crucial. Module is major sources for students' learning so reading activities is very important in their independent learning. Mcnamara (2007) stated reading is an extraordinary achievement when one considers the numbers of levels and components that be mastered. Harrison also argued that in reading we found the psychological of process related by thinking, imagination, emotional, and moral development and intelligence . It can say that reading is important,

much more than considering for information in relation to the question of what we gain from reading as the general purpose of reading.

Bob Nelson provides a system for distance learning to students using the system of MURDER (Mood, Understand, Recall, Digest, Expand, Review).

### **Mood**

Create a positive mood is always to learn because it is like the proverbial saying "could not know it was honey, then the student should try to recognize the first material, lecturer/tutor or book subject matter. After we know it will arise a sense of love towards this subject. In addition, you should also always trying to create or recreate the feeling excited and happy every time will learn the material. Here's how it can be done by specifying a time, environment and attitude of learning that suits personal respectively.

### **Understand**

Read a book subject matter as a whole. Tick the sentences/words are not understood. Then if there is a chance try to find out by asking or looking for other sources to find answers/information terhadp sentence/Word/thing that is not understood. Need not be embarrassed to ask a friend, colleague or tutor others who you think is more knowing it.

### **Recall**

Repeat the material that has been studied with periodic and continuous improvement. For example each once a week. The trick is to make a summary (not the summary) using his own words about the material already learned. Do repetitions as you create the spiral so that repetition that you do still will touch first material you learn.

### **Digest**

Read the summary of results back that you have made, if there is still less obvious try to seek further clarification on related learning resources or discuss with your colleagues, or Your tutor/lecturer.

### **Expand**

Expand the material you've learned and you have auto summary of yesteryear in a way try to apply in Your everyday life. If you are a teacher, try to apply the material you learn in learning activities in your classroom. Make a note of any shortcomings and advantages of such material when applied in the field. Create a complete record and use such notes to colleagues or friends discussed with tutors/professors you. In addition it

can also be done by trying to make the matter based on the material that will be your own answer. If you can answer all the question properly.

### **Review**

Learn return any material that has been studied and never get tired to repeat the material you have read it, because it will make you easier to remember and understand it.

DR. Siti Aisyah, through training of Tutors, also provides the method **RUNSUMP (Reading, Underlining, Note-Taking, Summarizing, Understanding, Memorizing and Practicing)** in understanding modules.

Teresa and Jorge (2006), concept mapping is a graphic organizer which uses schematic representation to hierarchically organize a set of concepts connected by words in order to build meaningful statements. Novak and Gowin (1984) describe a map can also provide a kind of visual road map showing some of the pathway we may take to connect meanings of in propositions. Monet (2003) said students become familiar with facts and concepts. Pelley (2005), concepts map enabled students to gain enhanced knowledge of any topic and evaluate the information.

### **Discussion**

Ideally, tutorial face to face is aimed to strengthen students' reading. Tutorial with tutor who also prepared with the lesson plan. They called *Satuan Acara Tutorial (SAT)* and *Rancangan Aktifitas Tutorial (RAT)* with eight meetings.

*Example RAT for 1-3 Meetings:*

#### **RANCANGAN AKTIVITAS TUTORIAL (RAT)**

**Nama Mata Kuliah** : Bahasa Inggris untuk Guru SD

**Kode Mata Kuliah/SKS** : PDGK- 4304/ 3 SKS

**Nama Pengembang** : Dra. Hj. Luli Sari Yustina, M.Pd

#### **Deskripsi Singkat Mata Kuliah**

*Bahasa Inggris untuk guru SD ini berisi tentang bagaimana mengungkapkan identitas diri, memperkenalkan diri dan orang lain, mengungkapkan perasaan, menyebutkan pekerjaan dan kegiatan sehari-hari atau rutinitas, menyebutkan hubungan keluarga, menyebutkan jam/waktu, berkomunikasi melalui telepon Mata Kuliah, membeli makanan dan bertanya harga serta membayarkan , apa jenis transportasi,*

menghabiskan waktu santai, membeli pakaian dan menjelaskan tentang belajar dan pembelajaran serta pentingnya pendidikan.

**Kompetensi Umum :**

Setelah selesai kuliah bahasa Inggris untuk guru SD ini :

1. Mahasiswa diharapkan menggunakan ungkapan-ungkapan untuk memberi salam dan memperkenalkan diri sendiri dan orang lain yang meliputi nama, alamat, nomor telepon, tempat dan tanggal lahir (umur), suku bangsa / kebangsaan, pendidikan dan status perkawinan.
2. Mahasiswa diharapkan dapat menggunakan fungsi bahasa yang digunakan untuk menjelaskan pekerjaan dan rutinitas sehari-hari dalam bentuk simple present tenses, past tenses, future tenses.
3. Mahasiswa diharapkan dapat menggunakan fungsi bahasa yang digunakan untuk menjelaskan hubungan keluarga.
4. Mahasiswa diharapkan dapat menggunakan fungsi bahasa yang digunakan untuk menjelaskan waktu termasuk hari, tanggal, bulan, tahun dan musim dan untuk berkomunikasi melalui telepon.
5. Mahasiswa diharapkan dapat menggunakan bahasa yang berfungsi dalam situasi : berbelanja keperluan sehari-hari atau makanan, penggunaan uang dalam berbelanja dan makan di restoran.
6. Mahasiswa diharapkan dapat menggunakan fungsi bahasa untuk berkomunikasi tentang transportasi, baik transportasi local maupun luar kota.
7. Mahasiswa diharapkan dapat menggunakan ungkapan-ungkapan untuk menjelaskan kegiatan-kegiatan yang dilakukan dalam waktu senggang.
8. Mahasiswa diharapkan dapat menggunakan ungkapan untuk menjelaskan tentang pakaian dan bahan pakaian.
9. Mahasiswa diharapkan dapat menggunakan ungkapan-ungkapan untuk menjelaskan perlunya sekolah dan belajar.

*It will show in enclosure with other example of SAT.*

**SATUAN ACARA TUTORIAL (SAT)**

**Tutorial ke** : I (satu)

**Kode>Nama Mt Kul** : PDGK-4304 /Bahasa Inggris

**SKS** : 3 (tiga) SKS

**Nama Pengembang** : Dra. Luli Sari Yustina, M.Pd

**Kompetensi Umum** : Setelah selesai kuliah bahasa Inggris ini :

1. Mahasiswa diharapkan menggunakan ungkapan-ungkapan untuk memberi salam dan memperkenalkan diri sendiri dan orang lain yang meliputi nama, alamat, nomor

telepon, tempat dan tanggal lahir (umur), suku bangsa / kebangsaan, pendidikan dan status perkawinan.

2. Mahasiswa diharapkan dapat menggunakan fungsi bahasa yang digunakan untuk menjelaskan pekerjaan dan rutinitas sehari-hari dalam bentuk *simple present tenses*, *past tenses*, *future tenses*.

3. Mahasiswa diharapkan dapat menggunakan fungsi bahasa yang digunakan untuk menjelaskan hubungan keluarga.

4. Mahasiswa diharapkan dapat menggunakan fungsi bahasa yang digunakan untuk menjelaskan waktu termasuk hari, tanggal, bulan, tahun dan musim dan untuk berkomunikasi melalui telepon.

5. Mahasiswa diharapkan dapat menggunakan bahasa yang berfungsi dalam situasi : berbelanja keperluan sehari-hari atau makanan, penggunaan uang dalam berbelanja dan makan di restoran.

6. Mahasiswa diharapkan dapat menggunakan fungsi bahasa untuk berkomunikasi tentang transportasi, baik transportasi local maupun luar kota.

7. Mahasiswa diharapkan dapat menggunakan ungkapan-ungkapan untuk menjelaskan kegiatan-kegiatan yang dilakukan dalam waktu senggang.

8. Mahasiswa diharapkan dapat menggunakan ungkapan untuk menjelaskan tentang pakaian dan bahan pakaian.

9. Mahasiswa diharapkan dapat menggunakan ungkapan-ungkapan untuk menjelaskan perlunya sekolah dan belajar.

**Kompetensi Khusus :**

Mahasiswa mampu dan dapat menggunakan ungkapan-ungkapan untuk menyapa dan memberi salam serta dapat menjawab sapaan atau salam dari seseorang dan menanyakan serta menjawab kabar dan kesehatan seseorang.

Mahasiswa mampu dan dapat menggunakan ungkapan-ungkapan untuk memberikan informasi tentang diri sendiri, menanyakan identitas orang lain dan menjelaskan asal (suku atau kebangsaan ) diri sendiri serta mengisi formulir data diri sendiri.

Mahasiswa mampu memperkenalkan diri sendiri, memperkenalkan orang lain, menanyakan nama seseorang serta menjawab pertanyaan tentang nama

Mahasiswa mampu menanyakan keadaan seseorang dan menjawab tentang keadaan diri sendiri.

**Pokok Bahasan** : Modul I. Personal Information and Introductions

**Subpokok Bahasan :**

- Greetings
- Give Self-Identification and Personal Information
- Introduction oneself and Others



- *State of Being/Feelings*

***Persiapan :***

1. *Tutor memberi salam dan memperkenalkan diri*
2. *Tutor memutar kaset dan mendengarkan dialog pendek*

***Pelaksanaan / Penyajian :***

1. *Mahasiswa saling memberi salam*
2. *Mahasiswa saling memperkenalkan diri*
3. *Mahasiswa saling bertanya tentang diri mereka masing-masing*
4. *Tutor memutar kaset dan mendengarkan dialog pendek*

***Penutup :***

1. *Tutor meminta siswa untuk mengaplikasikan dialog yang didengar. Tutor memberikan pertanyaan untuk mengetahui kemampuan atau sampai dimana materi yang diajarkan diterima siswanya.*
2. *Tutor memberi salam perpisahan*

For students who wants to mastery reading and mastery learning material substance and reduce silent in learning. Tutor should increase students motivation in learning as well as encouraging students self confident. It expected to help students to overcome problem by additional strategy. In tutorial, tutor is represented teacher in ordinary class activity. Since the presence of the tutorial depends on number of students who enroll or proposed tutorial classes and some students live relatively far from the tutorial area, students' attendance in class still optimal .But it is not also seeing good results.

It needs a strategy to address this issue. Then the author adds one strategy in learning is to use a strategy Map the concepts in this module and understand seeing great results. It also helps students of UT in discussing some modules in one semester. This strategy is very helpful to students with good although they only have a little time in learning because they are also the profession as a teacher. Independent study in many ways determined by the ability of learning efficiently. Study skills depend on reading speed and maintainability

The concept mapping strategy can be used by the tutor and can help students getting the right meaning. Since by using concept mapping, it may enable students to actively construct a conceptual framework to which new concept.

At Open University of Padang, tutorial on English subject by using concept mapping can improve students' reading comprehension improvement. The study provides the discussion of 7 indicators of reading comprehension, according to Adler, C.R. (2004) that were improved by using concept mapping during the tutorials got a result from some items :

1. Identifying Information Details
2. Main Idea
3. Summarizing
4. Inference
5. Cause-Effect
6. Predicting
7. Excluding Facts

### **Conclusion**

In tutorial on English subject by using concept mapping, the writer found the improvement in students' reading comprehension at Open University (OU) of Padang. In short, as a result of using concept mapping in the teaching and learning, from 7 indicators of reading comprehension is gradually improved during the study.

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