

## **CHAPTER III**

### **RESEARCH METHOD**

Research method is systematic inquiry in order to get the best result of the research. The methods are arranged based on the problem analyzed and the objective of this research. The research method in this research covers research design, unit of analysis, source of data, method of data collection and method of data analysis.

#### **1.1. Research Design**

This research uses descriptive qualitative design. Descriptive method is method that used for describing object or subject as the fact and real. Qualitative method is method that all of data analyzed in the form of sentences or words. The method is used to describe the analysis of the system of transitivity and the field of discourse that are realized in Terms of Employment Agreement in form of words or sentences.

#### **1.2. Unit of Analysis**

The unit of analysis of this research is every clause in Terms of Employment Agreement. The researcher focuses on analyzing the system of transitivity realizing the fields of discourse that are realized in the text. The data are analyzed based on the theory of Gerot and Wignell (1994) and Butt et al (1995).

#### **1.3. Source of Data**

The data of this research were written one. The data were clauses of Terms of Employment Agreement at "G" Hotel Semarang, Central Java, Indonesia which is well known as one of five-star rated hotel Semarang. The data were taken from the documentation of one of the employee of "G" Hotel Semarang in August 2015. The data were still valid until now. For the company and the employee name are kept confidentially as company's privacy.

#### **1.4. Techniques of Data Collection**

The data were collected by following steps:

1. Searching for some business documents by asking some employee in different companies.
2. After getting documents from some different companies, the researcher chooses Terms of Employment Agreement of “G” hotel Semarang as the complete data analysis

### **1.5. Techniques of Data Analysis**

The data were analyzed by following steps:

1. Reading the text
2. Identifying the generic structures in the Terms of Employment Agreement
3. Segmenting the text into clauses in every stage

In this stage, the researcher segments the text into clauses. The segmentation can be seen as follows:

Example:

#### **Working Hours**

- a. The employee is required to work 40 (fourty) hours per working week. The employee is entitled 1 (one) day off per working week.
- b. Both parties fully agree that the hotel reserves the sole right to schedule the employee’s working hours, shift, day off, in accordance with the operational needs of the hotel.

#### **Clause Boundaries:**

- a. The employee is required to work 40 (forty) hours per working week.
- b. The employee is entitled 1 (one) day off per working week.
- c. Both parties fully agree
- d. That the hotel reserves the sole right
- e. To schedule the employee’s working hours, shift, day off, in accordance with the operational needs of the hotel.

4. Identifying the transitivity system
  - a. The employee is required to work 40 (forty) hours per working week.

The employee	is required to work	40 (forty) hours per working week.
Actor	Material	Circ : time

- b. The employee is entitled 1 (one) day off per working week.

The employee	is entitled	1 (one) day off	per working week
Actor	Material	Goal	Circ : time

- c. Both parties fully agree

Both parties	Fully	agree
Senser	Circ : manner	Mental : cognition

- d. That the hotel reserves the sole right

That	the hotel	Reserves	the sole right
	Token	Identifying : possessive	Value

- e. (The hotel) to schedule the employee's working hours, shift, day off, in accordance with the operational needs of the hotel.

(the hotel)	to schedule	the employee's working hours, shift, day off,	in accordance with the operational needs of the hotel.
Actor	Material	Goal	Circ : cause

## 5. Classifying the process type

According to example above, classification of process type can be seen as below:

No	Processes	Total
1	Material	3
2	Mental	1
3	Behavioural	-
4	Verbal	-
5	Relational	1
6	Existential	-
7	Meteorological	-

6. Concluding the field of discourse of the text

Example:

Field of discourse from the terms above is “the employee has to work according to predetermined time”

7. Interpreting the data analysis

In this stage, the result of the analysis is interpreted. The analysis of generic structures, process type, related participants, circumstances realizing the field in every stage of Term of Employment Agreement at “G” hotel Semarang, Central of Java Indonesia is explained and described.

8. Concluding

In this step, the researcher gives summary of the result of the data analysis which those are the answer of the statements of the problem analysis.