

CHAPTER 1 INTRODUCTION

1.1 Language

Language is a very important role in human's life (Yule, 1985:100). It means language is systematic resources for expressing meaning in context and the study how people exchange meanings through the use of language. The function of language is central to our human nature and linguistics is the systematic study of human language.

Language can be divided into two ways: spoken and written language. Spoken language is typically more dependent on its content than written language. Spoken language usually refers to language utterance and the written language is refers to language which is written down (Gerot and Wignell 1994:161). Written language tends to be more complex and intricate than speech with longer sentences and many subordinate clause. The punctuation and layout of written texts also have no spoken equivalent. Written text can be communicate across time and space for as long as the particular language and writing system is still understood. A writer can make use of punctuation in their written text. Written material can be repeatedly and closely analyzed can be made on the surface. Some grammatical construction are only used in writing, as are some kind of vocabulary. Some types of vocabulary are used only or mainly in speech.

In daily life, language is used to catch people's attention. It happens in the business letter. Language in the business letter is very powerful because it can make the readers or listeners interested in buying of the products or services in the business letter.

Business letter is written in formal language. The letter is written for official corespondence between two organizations and customers or the guests. The style of the business letter depends on the relationship that is shared between the two parties. Business letter is used for various purposes like offering business deal to other organization, accepting an offer, denying an offer, new schemes for customer, extending the contract with a client. Usually business letters is the most important

element of writing. A good letter is ability to identify and write to audience. If we are addressing letter to the department of human resources, avoid using highly technical terms that only engineers would understand, even if the letter is addressed to an engineering company, chances are that the personnel in human resources does not have an engineering background. The next element is that make sure or present our objective in a clear and concise manner. The business letter focused on function of presupposition. (www.businessletterwriting.com).

Presupposition is one kind of pragmatic study. The use of presupposition in the business letter is an interesting topic in pragmatics. It contributes to make a

close relation between the sender and receivers (consumers). Assuming that they have a common shared knowledge (background knowledge), they will come to the same presuppositions.

Consequently, the consumers will feel familiar with the business letter and after that they want to use the product frequently. Considering the complexities of the business letter, the researcher is interested in writing the analysis of presupposition in the business letter using pragmatics approach.

Pragmatics views sentences as utterances of individuals who are communicating through a language. Pragmatic presupposition is about a speaker saying an utterance that the inferred information is taken for granted by hearer (reader). It means that in pragmatic presupposition, speaker makes a background belief in saying an utterance (sentence) to the hearer, and sees the cooperativeness of hearer as they share similar context. As the researcher applies to the letter can see how of the letter presuppose the inferred information from the real message of the product. It means the letter could be understood clearly after the researcher know the context. The background belief between speaker and hearer lies in the background knowledge of the product itself. Therefore, the presupposition of the business letter can be mutually known or assumed by speaker and hearer as the utterance is understood appropriately in specific context. Besides, Yule (1996:25) in *Pragmatics* states “presupposition is something the speaker assumes to be the case prior to make an utterance. Speakers, not sentences, have presuppositions”. Based on the explanations above, the researcher would analyze pragmatic presupposition according to Yule’s framework in book entitled

Pragmatics (1996). It aims to find out the types of presuppositions found in the business letter portrayed on *First letter* December 2012 have eleven presupposition and *Second Letter* December 2012 have eight presupposition and to describe these types. The researcher chooses the business letters, because people really need information. Business letter should be short and to the point. The content use in the business letter should be clear and it should suffice the objective of the writing in the letter. The researcher has to write the business letter to give out the main message to be conveyed right in the beginning. Realizing the phenomenon, the researcher entitled this thesis "*Presuppositions in the Business letters at Grand Candi Hotel*".

1.2 Statements of the Problems

Based on the above background of the study, this research is intended to answer the following problems:

1. What types of presuppositions are found in the business letters?
2. What are the presuppositional meanings in the business letters?

1.3 Scope of the Study

Scope of the study is needed to facilitate the researcher to conduct the analysis. In this thesis the researcher identified the type of presupposition and described the presupposition meaning of letter according to the theory of presupposition by Yule (1996:27-30)

Presupposition is important to make known or assumed that this letter exists. Presupposition language can attract people to make utterance appropriate in context. In this, the research analyzed every sentence in business letters.

1.4 Objectives of the Study

Based on the statement of the problem explained above, the objective of the study are as follows:

1. To identify the types of presuppositions in the business letters.

2. To describe the presuppositional meaning in the business letters.

1.5 Significance of the Study

The result of this thesis is expected to give a contribution to Faculty of Languages and Letters Students at Dian Nuswantoro University and everybody who reads this thesis. More detail, the result of this thesis is expected:

1. To become a basis or reference to Dian Nuswantoro University particularly for the students of English Department who are interested in researching presupposition in the business letters.
2. To develop the knowledge of the researcher and the readers about presupposition in the business letters.

1.6 Thesis Organization

This thesis consists of five chapters. The organization of this thesis is as follows:

Chapter 1: Introduction, this chapter provides six subchapters. They are background of the study, statement of the problems, scope of the study, objectives of the study, significances of the study, and thesis organization.

Chapter II : Review of Related Literature, this chapter the researcher describes and explains the theories that can help him in analyzing the data. The theories are about pragmatics, presupposition in pragmatic perspective, and theories of letter.

Chapter III : Research Method, this chapter covers five subchapters. They are research design, unit of analysis, source of the data, technique of data collection, and technique of data analysis.

Chapter IV : Data Analysis, this chapter contains the data analysis. It concerns with the analysis of the research and the discussion of the data analysis.

Chapter V : Conclusion and Suggestion, this chapter presents conclusion and suggestion related to the subject being analyzed.

CHAPTER II

REVIEW OF RELATED LITERATURE

Theories are necessary in conducting a research. The theory is used to make the research much clearer. Considering that, the researcher uses some theories as the basis of the research and also as the way to do the analysis. In this part, the researcher will explain the theories related to the research. They are the theory of language, the theory of pragmatics, presupposition in pragmatics perspective, types of presupposition, and theories about business letter.

2.1. Language

In communicating with others, people usually use a language as a means of communication. Language is one of the most fundamental aspects of human behaviour and a defined instrument of expression and communication. There are many kinds of language that can be used to convey our intentions and thoughts. In Merriam and Webster Dictionary (2001:653), it is stated that language is a systematic means of communication ideas of feelings by the use of conventionalized signs, sounds, gestures, and marks having understood meanings.

By language, communication can be made much easier and understandable. According to Oxford Advanced Learning Dictionary (2003:2004), Language is a sound and word system used by human to express their thoughts and feelings. Language can be presented in many ways, whether by sounds, signs, or gestures. Language can also be in the form of spoken, written, and sign language. According Gerot and Wignell, (1994:161). Language is a systematic resource for expressing meaning in context and the study of how people exchange meanings through the use language. Language can be divided into two ways, spoken and written language. Spoken language is typically more dependent on its content than written language. Business letter is including to the written language. The written language is refers to language which is written down.

2.2 Pragmatics

modern usage of the term pragmatics is attributable to Charles Morris (1983), who was concerned to outline (after Locke and Pierce) the general shape of signs or semiotics. Within semiotics, Morris distinguished three distinct of inquiry. Syntactic (or syntax), being the study of the “formal relation of signs to one another”, semantic, the study of “the relation of signs to the objects to which the signs are applicable”, and pragmatics, the study of “the relation of signs to “interpreter” (Morris (1933) in Levinson, 1983:1). Pragmatics views sentences as utterances of individuals who are communicating through the language.

Meanwhile, Yule (1996:3) in *Pragmatics*, states that there are four areas which pragmatics is concerned with:

First, pragmatics is the study of speaker meaning. It means that pragmatics is concerned with the study of meaning as communicated by a speaker (or writer). It has, consequently, more to do with the analysis of what people mean by their utterances than the words or phrases in those utterances might mean by themselves.

Second, pragmatics is the study of contextual meaning. This type of the study necessarily involves the interpretation of what people mean in particular context and how the context influences what is said. It requires a consideration of how the speakers organize what they want to say in accordance with who they are talking to where, when, and under what circumstances.

Third, pragmatics is the study of how to get more communicated than it is said. This approach also necessarily explores how listeners can make references about what is said in order to arrive at an interpretation of the speaker’s intended meaning. This type of the study explores how a great deal of what is unsaid is recognized as a part of what is communicated. It is said that it is the investigation of invisible meaning.

Fourth, pragmatics is the study of the expression of relative distance. This perspective then raises the question of what determines the choice the said and the unsaid. The basis answer is tied to the notion of distance. Closeness, whether it is physical, social, or conceptual, implies shared experiences on the assumption of how close or distant the listener is. Speakers determine how much

needs to be said. From the definition above, it can be concluded that pragmatics is a branch of linguistics which discusses the meanings of utterances and their functions, what it is for and used for. In other words, pragmatics is a part in linguistics which focuses on utterances expressed by the speaker which is associated with its context. Yule (1996:4) adds “pragmatics is the only one allowing human into the analysis because through pragmatics one can talk about people’s intended meanings, their assumptions, their purposes, and the kinds of actions such as requests and apologies when they speak”.

Likewise, according to Levinson (1983:27), pragmatics should be much concerned precisely with such mechanisms whereby a speaker can mean more than, or something quite different from, what he actually says, by inventively exploiting communicative conventions. In addition, Stalnaker in Levinson (1983:27) defines “pragmatics is the study of deixis (at least in part), implicature, presupposition, speech acts, and aspects of discourse structure”. The scope of pragmatics based on Yule’s explanations (2006:114-120) are context, deixis, reference, inference, anaphora, presupposition, speech act, direct and indirect speech act, politeness, negative and positive face. Indeed, dealing with the theory related to this research, presupposition, it will be explained in the following section.

2.3 Presupposition

Presupposition is background belief, relating to an utterance that must be mutually known or assumed by the speaker and addressee for the utterance to be considered appropriate in context. Frege in Levinson (1983:169) gives his own definition about presupposition. He states: " If anything is asserted there is always an obvious presupposition that the simple or compound proper names used have a reference. If one therefore asserts, Kepler died in misery, there is a presupposition that the name Kepler designates something (Frege, 1892(1952 :69)).

The definition of presupposition according to Gazdar in Levinson (1983:204) utilizes two basic concepts in particular: appropriateness (or felicity) and mutual knowledge (or common ground, or joint assumption). He also says that an utterance pragmatically presupposes a proposition B if A is

appropriate only if B is mutually known by participants. Furthermore, Gazdar in Levinson (1983:205) say "there are pragmatic constraints on the use of sentences such that they can only be appropriately used if it is assumed in the context that the propositions is indicated by the presupposition-triggers are true".

The definition of presupposition according to Yule (1996:25) is "something the speaker assumes to be the case prior to making an utterance. Speakers, not sentences, have presupposition". Besides, Yule (2006:117) states that "presupposition is what a speaker or writer assumes is true or known by a listener or reader. For example, if someone tells you: "Your sister is waiting outside", it has presupposition that you have a sister. If you are asked "Why did you arrive late?" the presupposition of the sentence is that you did arrive late and if you are asked the question "When did you stop smoking?" at least there are two presuppositions involved, you used to smoke and that you no longer do so.

One of the tests used to check for the presuppositions underlying sentences involves negating a sentence with a particular presupposition and checking if the presupposition remains true. Whether you say "My car is a wreck" or the negative version "My car is not a wreck", the underlying presupposition (I have a car) remains true despite the fact that the two sentences have opposite meanings. This is called the 'constancy under negation' test for identifying a presupposition. If someone says, "*i* used to regret marrying him, but I don't regret marrying him now ", the presupposition (*I* married him) remains constant even though the verb regret changes from affirmative to negative.

Furthermore, Yule (1996:26) states that "presupposition is treated as a relationship between two propositions, the first proposition is p and the second is q". For example, the sentence in (a1) contains the proposition p and the sentence in (a2) contains the proposition q, then, using the symbol >> to mean 'presupposes', we can represent the relationship as in (a3).

For example:

1. a. Mary's dog is cute (= p)

b. Mary has a dog (= q)

c. $p \gg q$

Interestingly, when people produce the opposite of the sentence in (1a) by negating it (=NOT p), as in (2a), they find that the relationship of presupposition doesn't change. That is, the same proposition q , repeated as (2b), continues to be presupposed by NOT p , as shown in (2c) below.

2. a. Mary's dog is not cute. (= NOT p)

b. Mary has a dog (= q)

c. NOT $p \gg q$

This property of presupposition is generally described as constancy under negation. Basically, it means the presupposition of a statement will remain constant (i.e. still true) even when that statement is negated. As a further example, consider a situation in which you disagree (via a negative, as in (3b)) with someone who has already made the statement in (3a).

3 a. Everybody knows that John is gay. (= p)

b. Everybody doesn't know that John is gay. (= NOT p)

c. John is gay. (= q)

d. $p \gg q$ & NOT $p \gg q$

Notice that, although both speakers disagree about the validity of p (i.e. the statement in (3a)), they both assume the truth of q (i.e. (3c)) in making their statements. The proposition q , as shown in (3d), is presupposed by both p and NOT p , remaining constant under negation.

2.4 Types of Presupposition

According to Yule (1996:27-30), there are six types of presupposition. They are:

1. Existential Presupposition

Existential presupposition is a basic kind of presupposition. It is assumed to be present either in possessive constructions (for example, 'your car' presupposes (\gg) 'you have a car') or in any definite noun phrase as in using expression like *the King of Sweden*, *the cat*, *the girl next door* in which the speaker presupposes the existence of the entities named.

2. Factive Presupposition

It is an assumption that information stated after certain words e.g: "know", "regret", "realize" is true. Those words are also called as factive verbs, (for example: We regret telling him » we told him). Other factive verbs are (it) be odd that, be sorry/proud/indifferent/glad/sad that, realize that, be aware that.

3. Lexical Presupposition

It is an assumption that, in using one word, the speaker can act as if another meaning (word) will be understood.

In lexical presupposition, the use of one form with its asserted meaning is conventionally interpreted with the presupposition that another (non-asserted) meaning is understood. When someone said that he "managed" to do something, the asserted meaning is that the person succeeded in some way. When someone said that he did not "managed", the asserted meaning is that the person did not succeed. In both cases, however, there is a presupposition (non-asserted) that the person tried to do that something. So, managed is conventionally interpreted as asserting, succeeded and presupposing tried

4. Structural Presupposition

It is an assumption that part of a structure contains information being treated as already known. In this case, certain sentence structures have been analyzed as conventionally and regularly presupposing that part of the structure is already assumed to be true. Speakers can use such structure to treat information as presupposed (i.e. assumed to be true) and hence to be accepted as true by the listener., for example why question construction in English, (for example: When did he leave? »He left) . Someone can also derive the structural presupposition from the expressions of temporal relations.

5. Non-factive Presupposition

It is an assumption that certain information, as presented, is not true, (for example: I dreamed that I was rich »I was not rich). Other verbs which trigger non-factive presupposition are imagine and

pretend.

6. Counter-factual Presupposition

It is an assumption that certain information is the opposite of true. In this case, what is presupposed is not only not true, but is the opposite of what is true, or contrary to facts D. Ex: If you were my friend, you would have helped me (»you are not my friend).

A conditional structure of the type shown in (g), generally called a counter-factual conditional, presupposes that the information in the if-clause is not true at the time of utterance.

2.5 Letter

Letter is one best way to communicate. In some cases it makes sense to communicate via email, at other times you may need to send traditional typed, printed and signed letters. Email is quicker and easier, but some email messages never get opened and, depending on who you are writing to and why you are writing, you may be required to mail a typed letter. Regardless of how you communicate, well written letters include several sections, what you include in each section and how the document is formatted will depend on whether you are sending a typed letter or an email message. This guide to writing letters includes what should be listed in each part of a letter, how to address and sign typed and email communications, letter formats and layouts, and examples and templates. Parts of letter are Contact Information, Salutation (Greeting), Body of Letter, Closing, and Signature. A business letter is a formal way of communicating between two or more parties. There are many different uses and business letters.

Business letters can be informational, persuasive, motivational, or promotional. Many letter can be found in business. So, that is why the researcher chose the business letter to be the object of this thesis, (www.businessletter.com).

When you are writing the letter for official purpose, it is important to follow the proper format and structure for formal communication. The business letter format is very important when you are communicating formally with any company. You cannot use the same tone that you use in the letters to the family or friends. It should look more formal to make an impact on the person reading the

letter. Follow the proper format for writing the letter for a particular purpose. Here we discuss the tips for writing a business letter for solving the business queries. Business letter writing There is no single way of writing the business letters. Many people choose different ways of letter writing for drafting a business letter. These days, it has become common to type the formal letters instead of handwriting them. Following is the simple format of the business letter:

1. Date

Use month, day and year format. Example: December, 12, 2012

2. Sender's address

It is a good idea to include sender's email if available. Don't include this information if it's already incorporated into the letterhead design. This will allow customers to find your small business more quickly. Example:

GRAND CANDI HOTEL
Jln. Sisingamangaraja No.16
Semarang 50232
Central Java - Indonesia
Telp: (62-24) 8416222
Fax: (62-24) 841511

3. Inside address

Use full name. Mr./Ms. is optional. Example: Dear: Ms. Nita

4. Solutions

Be sure to use a colon at the end of the name, not a comma as in personal letters. Example: It is our pleasure to you welcome Grand Candi Hotel. Whether you are travelling? We know you have a variety of hotels to choose. We strive to provide you a room that is clean and comfortable with friendly attentive service at a value conscious price. We always want to be your first choice

5. Body Text

State why you are writing. Establish any connection/mutual relationship up front. Outline the solution, providing proof in the way of examples and expert opinions. Group related information

into paragraphs. Example: If at any time you have suggestion on how to improve our service to you, please just let us know. If you have a problem while staying with us, please contact the Front Desk by dialing “4”. Immediately so that we have the opportunity to correct the situation.

We want you to enjoy every day of every stay so we pledge to your our service guarantee. The profesional and friendly staffs at Grand Candi Hotel are committed to making your stay both enjoyable and comfortable.

6. Closing

State what the reader needs to do and what you will do to follow up. Example: Thank you for choosing Grand Candi Hotel again. We trust you stay will be enjoyable and hope that you continue to use Grand Candi Hotel for your lodging needs in the near future. We look forward to serving you on your next trip. Thank you.

7. Signature Block

Sign your letter in blue or black ink. Example:

Sincerely,

Lidya

Front Office Manager

CHAPTER III

RESEARCH METHOD

Research method is a kind of systemic work plan in order to make its main purpose easier to achieve. The method in this research was chosen by considering its appropriateness of the research object. This research method was arranged based on the problem analyzed and the objectives of the research. The research method in this study covers research design, unit of analysis, source of data,

technique of data collection and technique of data analysis.

3.1 Research Design

Research design is needed in this thesis in order that the research is well planned. The researcher used descriptive qualitative research. Issac and Michael (1987:18) state the “ descriptive method is method whose purpose is to describe systematically, factually, and accurately”. In this thesis the researcher used descriptive qualitative since explained the qualitative data systematically. This method was used to identify the types or presupposition and describe the presuppositional meaning in business letters 2012 edition. In this case, the data were derived from the words of business letters. The data were described descriptive based on presupposition theory using discourse analysis approach.

3.2 Unit of Analysis

The unit of analysis in this thesis is every sentence found in the business letters December 2012 edition. The researcher focuses on the types of presupposition and describes the presuppositional meaning.

3.3 Source of Data

The researcher collected data from business letters published 12 December 2012 and 17 December 2012. There are two letters. The letters as follows: first letter and second letter at Grand Candi Hotel.

3.4 Techniques of Data Collection

The techniques data collection are the way the researcher collected and got the data. In collecting the data, there are some steps employed in this thesis. They are drawn as follows business letters:

1. Collecting the business letters

Collecting the business letters, namely first letter at Grand Candi Hotel published on December 2012 found eleven presupposition and second letter at Grand Candi Hotel

published on December 2012 found eight presupposition.

2. Choosing the business letters

Choosing the business letters at Grand Candi Hotel in every sentence indicate pragmatic presupposition as samples of the research.

3. Classifying the business letters

Classifying in every sentence on the letters at Grand Candi Hotel

3.5 Techniques of Data Analysis

In an analysis this thesis, the researcher used the theory of presupposition given by Yule (1996:25-30). The data analysis was handled in several steps. The steps of analyzing were organized as follows:

1. Classifying the business letters based on presupposition into sentence:

The service guarantee already exists. The word “the” shows the existence of something. It can be concluded in existential presupposition. The information from the letter is about the service.

2. Identifying the types of presupposition in every sentence:

You enjoy service at a value conscious price in the hotel shows that there is an existential presupposition. It can be seen service at a value conscious price in the hotel that is show us an existence service in the hotel.

You have a variety of hotels to choose shows that there is factive presupposition. It can be seen a variety of hotels to choose that is show us factive.

3. Describing the presuppositional meaning of the business letters:

We look forward to serving you on your next trip. It has presupposition:

a. You have to stay in the hotel

It explains the existence in the hotel. Related to the letter, In the hotel can be one of the best on your next trip.

It is our pleasure to welcome you at Grand Candi Hotel. It has presupposition:

- a. You will stay at Grand candi Hotel

It explains the existence at Grand Candi Hotel. Related to the letter, at Grand Candi Hotel, the guests will stay.

CHAPTER IV

DATA ANALYSIS

Data analysis is a process of evaluating data using analytical and logical reasoning to examine each component of the data provided. This form of analysis is just one of the many steps that should be completed when conducting a research experiment. Data from various sources is gathered, reviewed, and then analyzed to form some sort of findings or conclusions.

In this chapter, the researcher elaborates in detail the result of the analysis about presupposition in the business letters at Grand Candi Hotel. In analyzing the data, the researcher used Yule's framework (1996 : 27-30), which classified presupposition into six types. They are existential presupposition, factive presupposition, lexical presupposition, structural presupposition, non-factive presupposition, and counterfactual presupposition.

The researcher found two business letters in the data. The first letter published on 12 December 2012 and the second letters published on 17 December 2012 at Grand Candi Hotel. The business letters was made by staff Grand Candi Hotel for guests who wish to stayed at Grand Candi Hotel. The following is the findings of the data analysis which are described below

A. First Letter



GRAND CANDI HOTEL
Jln. Sisingamangaraja No.16
Semarang 50232
Central Java - Indonesia
Telp: (62-24) 8416222
Fax: (62-24) 841511

December 12, 2012

Dear: Ms. Nita

It is our pleasure to you welcome Grand Candi Hotel. Whether you are travelling? We know you have a variety of hotels to choose. We strive to provide you a room that is clean and comfortable with friendly attentive service at a value conscious price. We always want to be your first choice.

If at any time you have suggestion on how to improve our service to you, please just let us know. If you have a problem while staying with us, please contact the Front Desk by dialing "4". Immediately so that we have the opportunity to correct the situation.

We want you to enjoy every day of every stay so we pledge to your our service guarantee. The profesional and friendly staffs at Grand Candi Hotel are committed to making your stay both enjoyable and comfortable.

Thank you for choosing Grand Candi Hotel again. We trust you stay will be enjoyable and hope that you continue to use Grand Candi Hotel for your lodging needs in the near future. We look forward to serving you on your next trip. Thank you...

Sincerely,

Lidya



Front Office Manager

The first letter is about the product or service, that the guests got from staying at Grand Candi Hotel. The function of the letter is provides the best services of Grand Candi Hotel for the guests.

A. Second Letter



GRAND CANDI HOTEL
Jln. Sisingamangaraja No.16
Semarang 50232
Central Java – Indonesia
Telp: (62-24) 8416222
Fax: (62-24) 841511

December, 17 2012

Dear Mrs. Shinta

Welcome you in our hotel on behalf of the entire staff of Grand Candi Hotel. It is an honour to get an opportunity to serve you for a period of one month. We would like to make this day of yours at our hotels as memorable as you would have desired. We are hopeful that no inconvenience is encountered by you in the room which you have checked in.

In view of any such circumstances, please make us informed and our service will be at your disposal within no time. We desire to know if there are any specifications about anything which you would want to us to follow during you stay and the services rendered to you.

So that we may deliver it the way you desire. We wish you happy, healthy, and memorable stay at our hotel. Thank you.

Sincerely,

Hartanto

A handwritten signature in black ink, appearing to be 'Hartanto'.

General Manager

Second letter is about accommodation product or service hotel for the guests. The function of the letter provides the best services for the guests who are satisfied with the services at Grand Candi Hotel.

4.1 The Finding of the Presuppositions in the Letters

This sub-chapter shows the findings in the Business Letters. Besides, the findings of the types of presupposition are also explained by the researcher. These findings can be seen below:

4.1.1 The Finding of the Types of Presupposition

This sub-chapter explains about the finding of business letters in the Grand Candi Hotel. The business letters are divided based on the types of presupposition proposed by Yule (1996:27-30) into six categories. They are existential, factive, lexical structural, non factive, and counterfactual presupposition. In this research, the researcher found two business letters in the data. The first letter is about the product or service, that the guests got from staying at Grand Candi Hotel. The function of the letter is provides the best services of Grand Candi Hotel for the guests. First letter, the researcher found eleven sentence and five presupposition. They are: existential presupposition have six sentences presupposition, counterfactual presupposition have two sentences presupposition, lexical presupposition have one sentence presupposition, structural presupposition have one sentence presupposition, factive presupposition have one sentence presupposition and there is non factive presupposition. However, Second letter is about accommodation product or service hotel for the guests. The function of the letter provides the best services for the guests who are satisfied with the services at Grand Candi Hotel. Second letter, the researcher found eight sentences and four presupposition. They are: existential presupposition have four sentences presupposition, factive presupposition have two sentences presupposition, lexical presupposition have one sentence presupposition, non factive presupposition have one sentence presupposition and there is counterfactual presupposition and structural presupposition. The detail explanation can be seen in table below:

Table 4.1 The Finding of Classifying Letters Based on the Types of Presupposition in first letter

NO	TYPES OF PRESUPPOSITION	FREQUENCY
1.	Existential Presupposition	6
2.	Counter Factual Presupposition	2
3.	Lexical Presupposition	1
4.	Structural Presupposition	1
5.	Factive Presupposition	1
Total		11

The first letter, the researcher found five presupposition. They are: existential presupposition, counter factual presupposition, lexical presupposition, structural presupposition and factive presupposition. In the letter, the researcher found the dominant type of presupposition is existential presupposition. and the second one is counter factual presupposition. The consist of six presuppositions for existential presupposition, and two pressuppositions for counter factual presupposition. While, the other one presuppositions are classified into lexical presupposition, structural presupposition, and factive presupposition. In letter, there is non factive presupposition.

4.2 The Finding of Classifying Letters Based on the Types of Presuppositions in second letters.

NO	TYPES OF PRESUPPOSITION	FREQUENC Y
1.	Existential Presupposition	4
2.	Factive Presupposition	2
3.	Lexical Presupposition	1
4.	Non Factive Presupposition	1
Total		8

The second letters, the researcher found four presupposition. They are: existential presupposition, factive presupposition, lexical presupposition, non factive presupposition. In the letter, the researcher found the dominant type of presupposition are are existential presupposition and the second one is factive presupposition. In which consists of four presupposition. They are four presupposition for existential presupposition and two presupposition for factive presupposition. While, there are one presupposition classified into non factive presupposition. Next, one presupposition are classified into lexical presupposition. In letters, there is counter factual presupposition and structural presupposition.

4.2 Discussion

This sub chapter discusses the findings of categorized business letters based on the types of presupposition according to Yule's framework (1996:27-30). In addition, the researcher focuses on the explanation about the presupposition meaning of the findings. The researcher does not explain all presupposition meaning in the letters, but she takes some analysis examples to represent the whole data.

4.2.1 The Discussion of the Finding Categorized Letters Based on the Types of Presupposition in first letter

This sub-chapter discusses the finding of categorized first letter based on the types of presupposition according to Yule's frame work (1996 : 27-30), in which the business letters are categorized into existential presupposition, factive presupposition, lexical presupposition, structural presupposition, and counterfactual presupposition. The researcher explains the letters systematically based on the kinds of the business letters. They are first letter at Grand Candi Hotel and second letters at Grand Candi Hotel. The further explanation can be seen in the sub-chapter below.

4.2.1.1 Existential Presupposition

In the analysis of how speaker assumptions are typically expressed, presupposition has been associated with the use of large number of words, phrases, and structures. We shall consider these linguistic forms here as indicators of potential presupposition which can only become actual presupposition context with speakers. According to the theory by Yule (1996:27-30) Existential Presupposition.

It is an assumption that someone or something, identified by the use of a noun phrase, does exist. This is not only assumed to be present in possessive constructions (for example, your car » You have a car), but more generally in any definite noun phrase. The detail explanation can be seen in below:

Excerpt 1:

"It is our pleasure to you to welcome Grand Candi Hotel" (Letter 1, line 1, paragraph 1)

The type of this presupposition is existential presupposition. The presupposition conveys the existence of welcome Grand Candi Hotel. The researcher can understand that there is Grand Candi Hotel. The structure of this presupposition can be seen as follows:

- (a) It is our pleasure to you welcome Grand Candi Hotel (=p)
- (b) The guest exists (=q)
- (c) $p \gg q$

From this letter, the researcher could see that statement in (a) contains the proposition p and the sentence in (b) contains the proposition q , then using to explain the meaning of the symbol \gg is "presupposes". The researcher can represent the relationship between (a) and (b) as in (c). So, in this case, sentence *it is our pleasure to you welcome Grand Candi Hotel* presupposes *the guest exists*. In which the word *you* is assumed to be present. When the writers said the letter, she was assumed that you present. The word *you* here, refers to the guest. The presupposition meaning that can be revealed from this letter is that the guest exist and they are the most important thing. From this letter, the researcher revealed that the speaker said this letter. The speaker has assumption that the guest exist. In this case, the word *you* in this letter refers to the guest. It can proved by read the letter. The readers could see that the guest exist. Another evidence comes from the word after this letter that said because it is our pleasure to you, I give pleasure to you. Which indicate that the guest exist at the time.

From the letter, the researcher also revealed that the word *you*, in this case is guest, is the most important thing for the readers. In this letter, the writers said *our pleasure to you* which means over the all thing. It is kind of expression to describe how important it is. Another evidence comes from the word after this letter that said *it is our pleasure to you, I give pleasure*

to you. From this statements, the researcher revealed that the guest are very impoortant for their hotel, because she will do pleasure to them and give pleasure the best for them. So the researcher concluded that you as the guest are the most important thing for the hotel.

After discussing about revealed presupposition meanings of this letter, the researcher wanted to conclude the function of this letter. Regarding to the grammatical structure and the type of presupposition of this letter, the researcher concluded that the function of this letter is to give the information. As the researcher explained before, its grammatical structure was declarative sentence in which its function in communication is as statement. This statement gave information not only about the service, but also about how important the guest for hotel. Its type of presupposition that is existential presupposition described that the guest exist as well as this service. By giving this information, the researcher has purpose to persuade people to choose this service for the guest. As if the researcher wanted to say that the most important service is for the most important things, they were guest. It was aimed to increase the selling of this service.

Excerpt 2:

“We strive to provide you a room that is clean and comfortable with friendly attentive service at a value conscious price” (Letter 1, line 4, paragraph1)

The type of presupposition is existential presupposition. The structure of this presupposition can be seen as follows:

- (a) We strive to provide you a room that is clean and comfortable with friendly attentive service at a value conscious price (=p)
- (b) There is service hotel (=q)
- (c) $p \gg q$

From this letter, the researcher could see that statement in (a) contains the proposition p and the sentence in (b) contains the proposition q , then using the symbol \gg to mean “presupposes”. The researcher can represent the relationship between (a) and (b) as in (c). So, in

this case, sentence *we strive to provide you a room that is clean and comfortable with friendly attentive service at a value conscious price* presupposes *there is service hotel*. By saying this letter, the readers has assumption that there is service hotel named Grand Candi Hotel which contains to provide the guest a room clean. The presupposition meaning that could be revealed from this slogan is that Grand Candi Hotel is service Hotel that contains to provide the guest a room clean. From this slogan, the researcher revealed that Grand Candi Hotel is kind of service. It could be seen in word *we strive to provide you a room that is clean and comfortable with friendly attentive service at a value conscious price*. So, the writers knew that this service hote. The researcher also revealed that this service contains a room is clean that is important. It could be seen from this letter that described it using the word *provide* in *we strive to provide you a room that is clean and comfortable with friendly attentive service at a value conscious price*. So, the readers knew this is service provide a room clean for the guest. People understood that provide a room clean for the guest because the guest most important for hotel. The researcher concluded that room clean in this service is very important. From the word *provide* in this letter. This word means the service makes the guests who stay a room clean. It was aimed to make the readers feel what the researcher wanted to share. By saying *provide tou a room clean*, the researcher tried to describe how important a room clean in this service hotel.

Regarding to the type of presupposition of this letter, the researcher concluded that this letter has function to give information that this service exists and the guest have stayed at Grand Candi Hotel. It also gives information about one of them the services at hotel. So the readers could identify this product that this services is important for the guest. This information was directed to increase the selling of this services, which persuaded people to buy this services, because this is background at hotel. This is service contains the hotel that must be tried by people as the guest.

Excerpt 3:

“We want you to enjoy every day of every stay so we pledge to your our service guarantee” (

Letter 1, line 9, paragraph 3)

The type of presupposition is existential presupposition. The structure of this presupposition can be seen as follows

- (a) We want you to enjoy every day of every stay so we pledge to your our service
guarantee (=p)
- (b) Service hotel already exists (=q)
- (c) $p \gg q$

From this letter, the researcher could see that statement in (a) contains the proposition p and the sentence in (b) contains the proposition q , then using the symbol \gg to mean “presupposes”. The researcher can represent the relationship between (a) and (b) as in (c). So, in this case, sentence *we want you to enjoy every day of every stay so we pledge to your our service guarantee* presupposes *service hotel already exists*. From this letter, the guests will say that *service hotel already exists*, such as product and service. Based on the support sentence in this letter, the guests also stay and use service at the hotel. It is can be concluded that Grand Candi Hotel is one of the best services for the guests. From the type of presupposition which is included in existential presupposition. The guests also wanted inform that Grand Candi Hotel is exists and ready to be used. The information from the letter is about the service. The writer wanted to influence the hotels to use our service guarantee the guests to enjoy every day of every stay.

Excerpt 4:

The professional and friendly staffs at Grand Candi Hotel are committed to making your stay both enjoyable and comfortable (Letters 1, line 10, paragraph 3)

Grand Candi Hotel is one of the favorite hotels in Semarang. In this letter it is written that *the professional and friendly staffs at Grand Candi Hotel are committed to making your stay both enjoyable and comfortable*. From this letter, the researcher classifies the sentence into

existential presupposition. The description of this presupposition can be seen as follows:

- (a) The professional and friendly staffs at Grand Candi Hotel are committed to making your stay both enjoyable and

Comfortable $(=p)$

- (b) Professional service hotel already exist $(=q)$

- (c) $p \gg q$

From the structure above, the researcher could see that statement in (a) contains the proposition p and the sentence in (b) contains the proposition q , then using the symbol \gg to mean “presupposes”. The researcher can represent the relationship between (a) and (b) as in (c). So, in this case, the sentence *the professional and friendly staffs at Grand Candi Hotel are committed to making your stay both enjoyable and comfortable* presupposes *professional service hotel already exist*. In which the word *you* is assumed to be present. When the writers said the letter, she was assumed that you present. The word *you* here, refers to the guest. The presupposition meaning that can be revealed from this letter is that the guest exist and they are the most important thing. From this letter, the researcher revealed that the readers said this letter. The readers has assumption that the professional service hotel already exist. In this case, the word *you* in this letter refers to the guest. It can proved by read the letter. The readers could see that the professional service.

From the letter, the researcher also revealed that the word *you*, in this case is guest, is the most important thing for the hotel. After discussing about revealed presupposition meanings of this letter, the researcher wanted to conclude the function of this letter. Regarding to the grammatical structure and the type of presupposition of this letter, the researcher concluded that the function of this letter is to give the information. As the researcher explained before, its grammatical structure was declarative sentence in which its function in communication is as statement. This statement gave information not only about the service, but also about how

important the guest for hotel. Its type of presupposition that is existential presupposition described that the professional service exist as well as this hotel. By giving this information, the researcher has purpose to persuade people to choose this professional service for the guest. As if the researcher wanted to say that the most important service is for the most important things, they were guest. It was aimed to increase the selling of this professional service.

Excerpt 5:

We trust your stay will be enjoyable and hope that you continue to use our hotel for your lodging needs in the near future (Letter 1, line 12, paragraph 4)

The type of this presupposition is existential presupposition. The structure of this presupposition can be seen as follows:

- (a) We trust your stay will be enjoyable and hope that you continue to use our hotel for your lodging needs in the near future (=p)
- (b) Hope has trust (=q)
- (c) $p \gg q$

From the letter, the researcher could see that statement in (a) contains the proposition p and the sentence in (b) contains the proposition q , then using the symbol \gg to mean “presupposes”. The researcher can represent the relationship between (a) and (b) as in (c). So, in this case, sentence *we trust your stay will be enjoyable and hope that you continue to use our hotel for your lodging needs in the near future* presupposes *hope has trust*.

The meaning that can be revealed from this letter is that hope has trust. The trust raises the guest stay and hope to use in the hotel. In the hotel which it has trust to stay use in our hotel, in order to fulfill what the guest needed. Then, hotel has trust to make hope by making the guest stayed in our hotel. Regarding to type of presupposition of this letter, the researcher concluded that this letter has function to give information that hotel hope to create the service as well as guest stay in our hotel. This letter was aimed to show that hotel has the service to the guest. By

this information, the hotel also wanted to influence of the guest to stay in the hotel. It could be seen from this letter, which showed stay and hope use in our hotel by Grand Candi Hotel. Its type of presupposition described that Hotel exists.

Excerpt 6:

We look forward to serving you on your next trip (Letter 1, line 13, paragraph 4)

This type of this presuppositon is existential presupposition. The structure of this presupposition can be seen as follows:

(a) We look forward to serving you on your next trip (=p)

(b) Service has effects (=q)

(c) $p \gg q$

From the letter, the researcher could see statement in (a) contains the proposition p and the sentence in (b) contains the proposition q , then using the symbol \gg to mean “presupposes”. The researcher can represent the relationship between (a) and (b) as in (c). So, in this case, sentence *we look forward to serving you on your next trip* presupposes *service has effect*. By saying this letter, the readers assumed that service has effect. Its type of presupposition describe service exists and it gave effect for the guest stay in the hotel. The presupposition meaning that can be revealed from this letter is that there is service which has effects. From this letter and its type of presupposition, the researcher understood that there is service and it exists. It is serving that gives effects for the guests who use on your next trip. From the explanation above, the researcher concluded the function of this letter is as selling function. It could be seen that this letter gave information to the readers. As selling function, the researcher influence of he guest because the guest effect of the hotel has good service. This function was aimed to increase the selling about this service. The type of presupposition of this letter described that the service exists. So, the guest wants to stayed in the hotel on next trip.

4.2.1.2 Factive Presupposition

It is an assumption that information stated after certain words e.g: "know", "regret", "realize" is true. Those words are also called as factive verbs, (for example::We regret telling him » we told him). Other factive verbs are (it) be odd that, be sorry/proud/indifferent/glad/sad that, realize that, be aware that. The detail explanation can be seen in below:

Excerpt 7:

We know you have a variety of hotels to choose (Letter 1, line 3, paragraph 1)

This type of this presupposition is factive presupposition. The structure of this presupposition can be seen as follows:

- (a) We know you have a variety of hotels to choose (=p)
- (b) You have a variety of hotels to choose (=q)
- (c) $p \gg q$

From the letter, the researcher could see that statement in (a) contains the proposition p and the sentence in (b) contains the proposition q , then using the symbol \gg to mean “presupposes”. The researcher can represent the relationship between (a) and (b) as in (c). So, in this case, sentence *we know you have a variety of hotels to choose* presupposes *you have a variety of hotels to choose*. From the letter, the guests assumed they have a variety of hotel to choose. A variety of hotels choose has made hotels even more effective. A variety of hotels focuses the part of the hotels. Its type of presupposition described that presupposed information following the verb “know” can be treated as a fact. The fact was a variety hotels to choose. From the letter, the guests want to tell that the hotels has good service for the guests. The information letters is about the guests perception’s which shows that Grand Candi Hotel has a good service.

4.2.1.3 Lexical Presupposition

It is an assumption that, in using one word, the speaker can act as if another meaning (word) will be understood.

In lexical presupposition, the use of one form with its asserted meaning is conventionally

interpreted with the presupposition that another (non-asserted) meaning is understood. When someone said that he "managed" to do something, the asserted meaning is that the person succeeded in some way. When someone said that he did not "managed", the asserted meaning is that the person did not succeed. In both cases, however, there is a presupposition (non-asserted) that the person tried to do that something. So, managed is conventionally interpreted as asserting, succeeded and presupposing tried. The detail explanation can be seen in below:

Excerpt 8:

Thank you for choosing Grand Candi Hotel again (Letter 1, line 11, paragraph 3)

This type of this presupposition is lexical presupposition. The structure of this presupposition can be seen as follows:

- (a) Thank you for choosing Grand Candi Hotel again (=p)
- (b) The guests have stayed Grand Candi Hotel (=q)
- (c) $p \gg q$

From the structure above, the researcher could see that statement in (a) contains the proposition p and the sentence in (b) contains the proposition q , then using the symbol \gg to mean "presupposes". The researcher can represent the relationship between (a) and (b) as in (c). So, in this case, sentence *thank you for choosing Grand Candi Hotel again* presupposes *the guests have stayed Grand Candi Hotel*. The presupposition meaning that revealed from this letters is thank you for choosing Grand Candi Hotel again because the guests stay at Grand Candi Hotel. For support their stay, the guests choose Grand Candi Hotel again. It can be concluded that Grand Candi Hotel the best hotel for guests. Which means *to start doing something*. While, the word *thank you* means the information from the letter is service. The letter wants to influence the guests stay at Grand Candi Hotel.

4.2.1.4 Structural presupposition

It is an assumption that part of a structure contains information being treated as already known.

In this case, certain sentence structures have been analyzed as conventionally and regularly presupposing that part of the structure is already assumed to be true. Speakers can use such structure to treat information as presupposed (i.e. assumed to be true) and hence to be accepted as true by the listener., for example why question construction in English, (for example: When did he leave? »He left) . Someone can also derive the structural presupposition from the expressions of temporal relations. The detail explanation can be seen in below:

Excerpt 9:

Whether you are travelling? (Letter 1, line 2, paragraph 1)

This type of this presupposition is structural presupposition. The structure of this presupposition can be seen as follows:

(a) Whether you are travelling? (=p)

(b) You are travelling (=q)

(c) $p \gg q$

From the letter, the researcher could see statement in (a) contains the proposition p and the sentence in (b) contains the proposition q , then using the symbol \gg to mean “presupposes”. The researcher can represent the relationship between (a) and (b) as in (c). So, in this case, sentence *whether you are travelling?* presupposes *you are travelling*. The word *you* means the guests. From the letter, the researcher which is classifies into structural presupposition, because the sentence *Whether you are travelling?* has been analyzed as conventionally and regularly presupposing that *you are travelling* is already assumed to be true. The truth writer means the guests. In addition, the information presented is necessarily true, rather than just the presupposition of the person asking the question. The presupposition meaning that revealed from this letter that actually *you are travelling* means the guests. Therefore, travelling was made for somebody who stay one of them hotel. Travelling offer the guests stayed one of them hotel. From the explanation above, the writer can be concluded of this letter not only assumed as a question,

but also the information presented is necessarily true.

4.2.1.5 Counter Factual Presupposition

It is an assumption that certain information in the opposite of true. In this case, what is presupposed is not only not true, but is the opposite of what is true, or contrary to facts. Ex: If you were my friend, you would have helped me (\gg you are not my friend).

A conditional structure of the type shown in (g), generally called a counter-factual conditional, presupposes that the information in the if-clause is not true at the time of utterance. The detail explanation can be seen in below:

Excerpt 10:

If at any time you have a suggestion on how to improve any service to you, please just let us know (Letters 1, line 6, paragraph 2)

The type of this presupposition is counter factual presupposition. The structure of this presupposition can be seen as follows:

(a) If at any time you have a suggestion on how to improve any service to you, please just let us know ($=p$)

(b) If you don't have a suggestion on how to improve any service to you ($=q$)

(c) $p \gg q$

From the letters, the researcher could see that statement in (a) contains the proposition p and the sentence in (b) contains the proposition q , then using the symbol \gg to mean "presupposes". The researcher can represent the relationship between (a) and (b) as in (c). So, in this case, sentence *if at any time you have a suggestion on how to improve any service to you, please just let us know* presupposes *if you don't have a suggestion on how to improve any service to you*. From the letter, the writer classifies into counter factual presupposition, because the

sentence *if at any time you have a suggestion on how to improve any service to you, please just let us know* has been analyzed as conventionally and regularly presupposing that *if you don't have a suggestion on how to improve any service to you* is already assumed to be true. The truth *if* means not true at the time of utterance. In addition, the information presented is necessarily not only non true, but the opposite of what is true or contrary to fact. A condition structure generally presupposes that the information in the *if* clause is not true at the time of utterance.

Excerpt 11:

If you have a problem while staying with us, please contact the Front Desk by dialing "4".

(Letter 1, line 7, paragraph 2)

The type of this presupposition is counter factual presupposition. The structure of this presupposition can be seen as follows:

- (a) If you have a problem while staying with us, please contact the Front Desk by dialing "4" $(=p)$
- (b) If you don't have a problem while staying with us $(=q)$
- (c) $p \gg q$

From the letter, the researcher could see that statement in (a) contains the proposition p and the sentence in (b) contains the proposition q , then using the symbol \gg is "presupposes". The researcher can represent the relationship between (a) and (b) as in (c). So, in this case, sentence *if you have a problem while staying with us, please contact the Front Desk by dialing "4"* presupposes *if you don't have a problem while staying with us*. From the letter, the writer classifies into counter factual presupposition, because the sentence *if you have a problem while staying with us, please contact the Front Desk by dialing "4"* has been analyzed as conventionally and regularly presupposing that *if you don't have a problem while staying with us* is already assumed to be true. The truth *if* means not true at the time of utterance. In addition, the information presented is necessarily not only non true, but is the opposite of what is true or

contrary to fact. A condition structure generally presupposes that the information in the *if* clause is not true at the time of utterance.

From the first letter. The result shows that the researcher used existential presupposition. Existential presupposition shows the service exists. As the characteristic of making letter has to be regarded the letters to guests should be easy and simple.

4.2.2 The Discussion of the Finding Categorized Letters Based on the Types of Presupposition in second letter

4.2.2.1 Existential Presupposition

In the analysis of how speaker assumptions are typically expressed, presupposition has been associated with the use of large number of words, phrases, and structures. We shall consider these linguistic forms here as indicators of potential presupposition which can only become actual presupposition context with speakers. According to the theory by Yule (1996:27-30) Existential Presupposition.

It is an assumption that someone or something, identified by the use of a noun phrase, does exist. This is not only assumed to be present in possessive constructions (for example, your car » You have a car), but more generally in any definite noun phrase. The detail explanation can be seen in below:

Excerpt 1:

Welcome you in our hotel on behalf of the entire staff of Grand Candi Hotel (Letters 2, line 1, paragraph 1)

The type of this presupposition is existential presupposition. The structure of this presupposition can be seen as follows:

- (a) Welcome you in our hotel on behalf of the entire staff of Grand Candi Hotel (=p)
- (b) Staff of Grand Candi Hotel already exists (=q)

$$(c) \quad p \gg q$$

From the letter, the researcher could see that statement in (a) contains the proposition p and the sentence in (b) contains the proposition q , then using the symbol \gg to mean “presupposes”, the researcher can represent the relationship between (a) and (b) as in (c). So, in the case, sentence *welcome you in our hotel on behalf of the entire staff of Grand Candi Hotel* presupposes *staff of Grand Candi Hotel already exists*. From the letter, the hotel welcome to the guests. Because this is one of them service from the hotel. Based on the support sentence in the letter, staff of Grand Candi Hotel is welcome the guests in the hotel. It can be concluded that Grand Candi Hotel is one of the best services for users. From the type of presupposition is existential presupposition. The guests also wants to inform about this service. The writer wants to welcome the guests in the hotel on behalf of the entire staff of Grand Candi Hotel.

Excerpt 2:

It is an honour to get an opportunity to serve you for a period of one month” (Letter 2, line 2, paragraph 1)

The type of presupposition is existential presupposition. The structure of this presupposition can be seen as follows:

(a) It is an honour to get an opportunity to serve you for a period of one month (= p)

(b) You will stay in our hotel for a period of one month (= q)

$$(c) \quad p \gg q$$

From the letter, the researcher could see that statement in (a) contains the proposition p and the sentence in (b) contains the proposition q , then using the symbol \gg to mean “presupposes”, the researcher can represent the relationship between (a) and (b) as in (c). So, in the case, sentence *it is an honour to get an opportunity to serve you for a period of one month* presupposes *you will stay in our hotel for a period of one month*. From the type of presupposition

which is included in existential presupposition. Why the guests used the sentence *to get an opportunity to serve you for a period of one month* it is because the guests will stay in the hotel. The good effects depend on stay in the hotel. Besides, to get an opportunity to serve the guests for a period of one month give effect to stay in the hotel. The presupposition meaning that revealed from the letter is you will stay in our hotel. The information from the letter is about the service. The letter also wants to influence guests to stay in the hotel.

Excerpt 3:

In view of any such circumstances, please make us informed and our service will be at your disposal within no time” (Letter 2, Line 5, paragraph 2)

The type of presupposition is existential presupposition. The structure of this presupposition can be seen as follows:

- (a) In view of any such circumstances, please make us informed and our service will be at your disposal within no time ($=p$)
- (b) The guests have informed ($=q$)
- (c) $p \gg q$

From the letter, the researcher could see that statement in (a) contains the proposition p and the sentence in (b) contains the proposition q , then using the symbol \gg to mean “presupposes”, the researcher can represent the relationship between (a) and (b) as in (c). So, in the case, sentence *in view of any such circumstances, please make us informed and our service will be at your disposal within no time* presupposes *the guests have informed*. By saying this letter, the readers assumed that our, in this case Grand Candi Hotel, have influences for the guests. The presupposition meaning that can be revealed from this letter is that the hotel have influences for the guests. From this letter, the researcher found there was meaning behind this letter that the hotel have influences for the guests. That is why the readers command the hotel influences for the guests, because the guest is the key of the success hotel.

Based on the explanation above, which its function in communication is as command. So, in this case, the researcher concluded that this letter was aimed to command the hotel to make their influence for the guests, because the guests is the key of the success hotel especially service. Its type of presupposition, existential presupposition, indicated that our as the hotel are assumed exists. It means that the hotel exist in the guests. The function of this letter is as informing in which give information to the hotel that they have a great influence for the guests.

Excerpt 4:

So that we may deliver it the way you desire (Letter 2, line 7, paragraph 3)

The type of presupposition is existential presupposition. The structure of this presupposition can be seen as follows:

(a) So that we may deliver it the way you desire $(=p)$

(b) We have deliver it in the way you desire $(=q)$

(c) $p \gg q$

From the letter, the researcher could see that statement in (a) contains the proposition p and the sentence in (b) contains the proposition q , then using to the symbol \gg to mean “presupposes”, the researcher can represent the relationship between (a) and (b) as in (c). So, in the case, sentence *so that we may deliver it the way you desire* presupposes *we have deliver it in the way you desire*. The sentence deliver and desire is classified into existential presupposition. The presupposition meaning that revealed from this letter is the hotel actually have deliver and desire. In this case, deliver and desire can be money given by Grand Candi Hotel. Besides, the guests also wants to show the service at Grand Candi Hotel. The letter above indicated the guests wants to explain stay at the hotel actually give good services. In this letter, we may deliver who making interaction. The implied message from this letter we must good service for the guests enjoyable stay at the hotel.

4.2.2.2 Lexical Presupposition

It is an assumption that, in using one word, the speaker can act as if another meaning (word) will be understood.

In lexical presupposition, the use of one form with its asserted meaning is conventionally interpreted with the presupposition that another (non-asserted) meaning is understood. When someone said that he "managed" to do something, the asserted meaning is that the person succeeded in some way. When someone said that he did not "managed", the asserted meaning is that the person did not succeed. In both cases, however, there is a presupposition (non-asserted) that the person tried to do that something. So, managed is conventionally interpreted as asserting, succeeded and presupposing tried. The detail explanation can be seen in below:

Excerpt 5:

We are hopeful that no inconvenience is encountered by you in the room which you have checked in (Letter 2, line 4, paragraph 1)

The type of presupposition is lexical presupposition. The structure of this presupposition can be seen as follows:

- (a) We are hopeful that no inconvenience is encountered by you in the room which you have checked in ($=p$)
- (b) You convenience in the room ($=q$)
- (c) $p \gg q$

From the letter, the researcher could see that statement in (a) contains the proposition p and the sentence in (b) contains the proposition q , then using the symbol \gg to mean "presupposes", the researcher can represent the relationship between (a) and (b) as in (c). So, in the case, sentence *we are hopeful that no inconvenience is encountered by you in the room which you have checked in* presupposes *you convenience in the room*. The presupposition meaning that revealed from this letter is *that we are hopeful that no inconvenience is encountered by you in the room* which the guests check in. It can be seen the word *no inconvenience* which means *the guests*

convenience. The letter above indicated the guests wants to explain that the guests convenience. The information from the letter is the service. The letter wants to influence the hotels convenience by the guests in the room which the guests have check in.

4.2.2.3 Factive Presupposition

It is an assumption that information stated after certain words e.g: "know", "regret", "realize" is true. Those words are also called as factive verbs, (for example::We regret telling him » we told him). Other factive verbs are (it) be odd that, be sorry/proud/indifferent/glad/sad that, realize that, be aware that. The detail explanation can be seen in below:

Excerpt 6:

We desire to know if there are any specifications about anything which you would want to us to follow during you stay and the services rendered to you (Lettte 2, line 6, paragraph 2)

The type of presuppositioon is factive presupposition. The structure of this presupposition can be seen follows:

- (a) We desire to know if there are any specifications about anything which you would want to us to follow during you stay and the services rendered to you (=p)
- (b) if there are any specifications about anything which you would want to us to follow during you stay and the services rendered to you
(=q)
- (c) $p \gg q$

From the letter, the researcher could see that statement in (a) contains the proposition p and the sentence in (b) contais the proposition q , then using the symbol \gg to mean “presupposes”, the researcher can represent the relationship between (a) and (b) as in (c). So, in the case, sentence *we desire to know if there are any specifications about anything which you would want to us to follow during you stay and the services rendered to you* presupposes *if there are any specifications about anything which you would want to us to follow during you stay and*

the services rendered to you

From the letter, the writer assumed if there are any specifications about anything which the writer want to us follow during the hotels stay and serve rendered to the guests. *If there are any specifications about anything which the writer would want to us to follow during the hotel stay and the services rendered to guests* even more effective. From type of presupposition described that presupposed information following the verb *know* can be treated as a fact. The factive there are any specifications about anything which writer want to us to follow during the hotels stay and serve rendered to the guests. From the letter, the writer wants to show that hotels is a good service for the guests. The information from the letter is about the fact of the service. The writer preception's to follow during the hotels stay and serve rendered to guests.

Excerpt 7: *We would like to make this day of yours at our hotels as memorable as you would have desired* (Letter 2, line 3, paragraph 1)

The type of presupposition is factive presupposition. The structure of this presupposition can be seen as follows:

- (a) We would like to make this day of yours at our hotels as memorable as you would have desired (=p)
- (b) Our hotel as memorable as you would have desired (=q)
- (c) $p \gg q$

From the letter, the researcher can see that statement in (a) contains the proposition p and the sentence in (b) contains the proposition q , then using to explain the meaning of the symbol \gg as “presupposes”, the researcher can represent the relationship between (a) and (b) as in (c). So, in the case, sentence *we would like to make this day of yours at our hotels as memorable as you would have desired* presupposes *our hotel as memorable as you would have desired*.

From the letter, the writer assumed if there are any specifications about anything which our hotel as memorable as the guests would have desired is there even more effective. The type

of presupposition described presupposed information following the verb *as memorable as* can be treated as a fact. The factive if there are any specifications about anything which our hotel as memorable as the guests will have desired. From the letter, the writer wants to show that the hotels as memorable as the guests will have desired. The information from the letter is memorable the guests. The writer preception's to follow during hotels as memorable as the guests will have desired.

4.2.2.4 Non Factive Presupposition

It is an assumption that certain information, as presented, is not true, (for example: I dreamed that I was rich »I was not rich). Other verbs which trigger non-factive presupposition are imagine and pretend. The detail explanation can be seen in below:

Excerpt 8:

We wish you happy, healthy, and memorable stay at our hotel (Letter 2, line 8, paragraph 3)

The type of presupposition is factive presupposition. The structure of this presupposition can be seen as follows:

(a) We wish you happy, healthy, and memorable stay at our hotel (=p)

(b) We were not you happy, healthy, and memorable stay at

our hotel (=q)

(c) $p \gg q$

From the letter, the researcher can see that statement in (a) contains the proposition p and the sentence in (b) contains the proposition q , then using to explain the meaning of the symbol \gg is “presupposes”, the researcher can represent the relationship between (a) and (b) as in (c). So, in the case, sentence *we wish you happy, healthy, and memorable stay at our hotel* presupposes *we were not you happy, healthy, and memorable stay at our hotel*. The letter was classified into non factive presupposition, because *we wish you happy, healthy, and memorable stay at our*

hotel. It was wrong. Even, *we were not you happy, healthy, and memorable stay at our hotel*. By using the letter, the guests shows stay at our hotel. The presupposition meaning revealed from this letter is the service. The type of presupposition is non factive presupposition. The writer can be concluded that the letter gives service the guests and the service is used stay at the hotel.

From table 4.1 above, the researcher found the dominant type of presupposition applied in the first letter is existential presupposition and the second one is counter factual presupposition. The consist of six presuppositions for existential presupposition, and two pressuppositions for counter factual presupposition. While, the other one presuppositions are classified into lexical presupposition, structural presupposition, and factive presupposition. In letters, there is non factive presupposition.

In this research, the researcher did not non factive presupposition, because this type is not appropriate for the letter. In which the given information should not to be true. If the researcher uses this type of presuppositions, the given information about the product or service that what follows is not true. It is considered assumed not to be true that influenced to the imagine in the letters. Non factive presupposition is one that assumed not to be true. Verbs like dream, imagine, pretend are used with the presupposition that what follows is not true. In this research, existential presupposition is considered the dominant presupposition applied in this letters and second one counter factual presupposition. The researcher preferred to use existential presupposition and counter factual presupposition because existential presupposition indicated the existence of the product or service. It describes that the guest products and services are ready to be used and the guests could buy or stay these products or services in our hotel. While, counter factual presupposition is one that what is presupposed is not only non true, but is the opposite of what is true or contrary to fact. A conditional structure is generally called a counter factual presupposition., presupposes that the information in the if clause is not true at the time of utterance. The letters made by the guests is assumption that certain information in the opposite of true or contrary to fact. By counter factual presupposition, the guests hoped would easy to

understand the given information of the products or services in our hotel.

From table 4.2 above the researcher found the dominant types of presupposition which applied in the second letter are existential presupposition and the second one is factive presupposition. In which consists of eight presupposition. They are four presupposition for existential presupposition and two presupposition for factive presupposition. However, there is one presupposition classified into non factive presupposition. Next, one presupposition are classified into lexical presupposition. That second letter, there are no counter factual presupposition and structural presupposition.

In this research, the research did not counter factual presupposition because this type is not appropriate for this letters. In which the given information should be true as well as the truth. If the guests uses this type of presupposition, the given information about the service and product considered as a lying that influenced to the image of the brand. Counter factual presupposition is not only true, but is the opposite of what is true or contrary facts. In this research, existential presupposition considered as the dominant presupposition applied in this letter and the second one is factive presupposition, the guests preferred to use existence of the product or service. It describes that the hotel product or service are ready to be used and the guests could by these product or service are ready to be used and the guests could by these product or service. While factive presupposition is type of presupposition. It is an assumption that information stated after certain words, example: "know", "regret", "realize" is true. Those words are also called as factive verbs. Other factive verbs are (it) be odd that, be sorry/proud/indifferent/glad/sad that, realize that, be aware that. By factive presupposition, the hotel hoped the guests would easy to understand the given information of the product or service.

The letter was classified into non factive presupposition, because the guests happy, healthy, and memorable stay at our hotel. It was wrong. By saying the letter, the guests shows that we happy, healthy, and memorable stay at our hotel. The presupposition meaning that can be revealed from this letter is that we were not happy, healthy, and memorable stay at our hotel.

It attract the guests stay at our hotel it after doing exercises. Based on the type of presupposition of this letters that is non factive presupposition. The researcher concluded that this letters gives information to the guests that this service is our hotel after doing exercises.

From two letters, even the kind of letters are different. The result shows that the guests used existential presupposition, factive presupposition and counter factual presuppotion, because both are considered as the appropriate type for this letter. Existential presupposition shows that the products exists, factive presupposition is an assumption that information stated after certain words, those words are also called as factive verbs. While, by counter factual is one that what is presupposed is not only non true, but is the opposite of what is true or contrary facts. Counter factual presupposition that the information in the if clause is not true at the time of utterance.

As the characteristic of making letters for the guests that has to regarded is that letters shold be simple, easy and understanding.

CHAPTER V

CONCLUSION AND SUGGESTION

This chapter presents some conclusion about this study and suggestion for the readers and the next researcher that can be explained as follows:

5.1 Conclusion

The analyzed data of this study were letters that were taken from letters of Grand Candi Hotel December 2012 on letter of guests. From the first letter, There are five presuppositions namely existential presupposition, counter factual presupposition, lexical presupposition, structural presupposition, and factive presupposition. The dominant type of presupposition is existential presupposition.

While, in the second letter, there are four presuppositions namely existential presupposition, factive presupposition, non factive presupposition and lexical presupposition. The dominant type of presupposition is existential presupposition

5.2 Suggestion

The researcher realized that this research is far from the perfect work because of her lacking of adequate ability. Therefore, the researcher suggests to the next researcher who wants to conduct the further research about the presupposition in the business letters to take the data that include all types of presupposition and give the examples of the data that have all types of letters functions, in order to make the readers more understand and make the research more objective.

BIBLIOGRAPHY

- Frege, Gottlob. 1892. *On Sense and Reference*. In P. Geach & M. Black, eds.
- Gazdar, Gerald. 1992. *Pragmatics*. New York: Academic Press.
- George, Yule. 1985. *The Study of Language*. 3rd edition. Cambridge: Cambridge University Press.
- George, Yule. 1996. *Pragmatics*. England: Oxford University Press.
- George, Yule. 2006. *The Study of Language, Presupposition*. Cambridge: Cambridge University Press.
- Gerot, Linda and Wignel Peter. 1994. *Making Sense of Functional Grammar, an Introduction Workbook*. Sydney: gerd stabler
- Hornby, A, S. 2003. *Oxford Advanced Learner's Dictionary of Current English*. Oxford University Press.
- Isaac, Stephen and William B Michael. 1987. *Handbook In Research and Evaluation: A Collecting of Principles, Methods, and Strategis Useful in Planning, Design, and Evaluation of Studies in Education and The Behavioural Science*. San Diego, California: Edits Publishing.
- Leech, G, N. 1983. *Principle of Pragmatics*. London. Longmon.
- Letter one December 12, 2012.
- Letter two December 17, 2012.
- Levinson, Stephen, C. 1983. *Pragmatics*. Cambridge University Press.
- Oxford. 2003. *Oxford Learner's Pocket Dictionary*. UK: University Press.
- S, Levinson. 1983. *Semantics Pragmactics*. Semantics. Oxford: Blackwell.
- S, Owens. 2000. *Engaging The Public: Information Deliberation in Environmental Policy*.
- Webster, Merriam. 2001. *Language of Communication*. Merriam Webster's Dictionary, Inc.
- <http://www.businessletterwriting.com>

APPENDICES

A. First letter



GRAND CANDI HOTEL
Jln. Sisingamangaraja No.16
Semarang 50232
Central Java - Indonesia
Telp: (62-24) 8416222
Fax: (62-24) 841511

December 12, 2012

Dear: Ms. Nita

It is our pleasure to you welcome Grand Candi Hotel. Whether you are travelling? We know you have a variety of hotels to choose. We strive to provide you a room that is clean and comfortable with friendly attentive service at a value conscious price. We always want to be your first choice.

If at any time you have suggestion on how to improve our service to you, please just let us know. If you have a problem while staying with us, please contact the Front Desk by dialing "4". Immediately so that we have the opportunity to correct the situation.

We want you to enjoy every day of every stay so we pledge to your our service guarantee. The professional and friendly staffs at Grand Candi Hotel are committed to making your stay both enjoyable and comfortable.

Thank you for choosing Grand Candi Hotel again. We trust you stay will be enjoyable and hope that you continue to use Grand Candi Hotel for your lodging needs in the near future. We look forward to serving you on your next trip. Thank you...

Sincerely,

Lidya



Front Office Manager

First letter is about the product or service that the guests got from staying at Grand Candi Hotel. The function of the letter is provides the best services Grand Candi Hotel for the guests

A. Second Letter



GRAND CANDI HOTEL
Jln. Sisingamangaraja No.16
Semarang 50232
Central Java – Indonesia
Telp: (62-24) 8416222
Fax: (62-24) 841511

December, 17 2012

Dear Mrs. Shinta

Welcome you in our hotel on behalf of the entire staff of Grand Candi Hotel. It is an honour to get an opportunity to serve you for a period of one month. We would like to make this day of yours at our hotels as memorable as you would have desired. We are hopeful that no inconvenience is encountered by you in the room which you have checked in.

In view of any such circumstances, please make us informed and our service will be at your disposal within no time. We desire to know if there are any specifications about anything which you would want to us to follow during you stay and the services rendered to you.

So that we may deliver it the way you desire. We wish you happy, healthy, and memorable stay at our hotel. Thank you.

Sincerely,

Hartanto

A handwritten signature in black ink, appearing to be 'Hartanto'.

General Manager

The second letter is about accomodation product or service hotel for the guests. The function of the letter provides the best services for the guests who are satisfied with service at Grand Candi Hotel.