



PRESUPPOSITION IN THE BUSINESS LETTERS AT GRAND CANDI HOTEL

JOURNAL ARTICLE

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AT GRAND CANDI HOTEL

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ABSTRACT

This study is a research about presupposition in the business letter at Grand Candi Hotel. The finding of classifying based on the types of presupposition in the first letter found 11 frequency presupposition and the second letter found 8 frequency presupposition.

From the first letter at Grand Candi Hotel, the researcher found that the dominant type of presupposition are existential and the second one is counter factual. Which consist of 6 presupposition for existential and 2 presupposition for counter factual. While, there is 1 presupposition classified into lexical, one sentence presupposition is structural. Next, one presupposition for factive. In first letter there is non factive presupposition. While, in the second letter the researcher found that the dominant type of presupposition are existential and the second one is factive. Which consist of 4 presupposition for existential and 2 presupposition for factive. While, there are 1 presupposition classified into lexical and 1 presupposition as non factive. In letter second there is counter factual presupposition and structural presupposition.

From two letters, even the kind of letters are different. The result shows that the letter used existential, and counter factual. 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. 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.

Keywords: *language, letter, pragmatic, presupposition.*

Dalam penelitian studi ini tentang praanggapan dalam surat bisnis di Grand Candi Hotel. Temuan klasifikasi ini berdasarkan jenis praanggapan dalam surat pertama ditemukan sebelas frekuensi praanggapan dan dalam surat kedua ditemukan delapan frekuensi praanggapan.

Dari surat pertama, peneliti menemukan dominant tipe praanggapan existential praanggapan dan kedua counter factual praanggapan. Yang mana ad enam praanggapan untuk existential dan dua praanggapan untuk counter factual praanggapan. Ada satu praanggapan yang di klasifikasikan kedalam lexical praanggapan, satu praanggapan untuk structural. Selanjutnya, satu praanggapan untuk factive. Di surat pertama tidak ada praanggapan non factive. Sedangkan di surat kedua peneliti menemukan tipe dominant praanggapan yaitu existential dan factive. Yang mana terdiri dari empat praanggapan untuk existential and dua praanggapan untuk factive. Sedangkan ada satu praanggapan yang di klasifikasikan ke dalam lexical, dan satu praanggapan untuk non factive. Di dalam surat kedua tidak ada praanggapan counter factual dan structural.

Dari kedua surat, macam-macam surat berbeda. Dari hasil ini, surat ini menggunakana

existential dan counter factual, karena keduanya terdapat dalam surat. Praanggapan existential tentang product, praanggapan factive tentang sebuah asumsi di sebuah informasi yang tertulis setelah kata-kata, dimana kata-kata tersebut di sebut factive verbs. Counter factual adalah satu praanggapan yang tidak benar, tapi lawan dari itu benar atau sesuai fakta. Praanggapan counter factual tentang information jika anak kalimat tidak benar dalam ujaran.

Kata Kunci: Bahasa, Surat, Pragmatic, Praanggapan.

INTRODUCTION

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 writing in the letter. The researcher have 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*”.

RESEARCH METHOD

Data and Subject

The data of this study were business letters at Grand Candi Hotel as the subject of the study.

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.

Technique of Data Collection and Analysis

Before analyzing the data, the researcher collected the data as the business letters of doing this research by collecting them. The researcher chose the appropriate data and then classified in every sentence on the letters at Grand Candi Hotel. In this research, the researcher used *Presupposition in the business letters at Grand Candi Hotel* because the sentences in the letter contain presuppositional meaning.

In doing the analysis, first the researcher classified the business letters based on presupposition into sentence. Second, the researcher identified the types of presupposition in every sentence. Third, describe the presuppositional meaning of the business letters and finally drew the conclusion.

FINDING AND DISCUSSION

Finding

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 counter factual 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, counter factual 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 accomodation 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 counter factual presupposition and structural presupposition The detail explanation can be seen in table below:

a. The 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.

b. The second letter

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

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.

Discussion

a. The first letter:

1. existential presupposition

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) $p \gg q$

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.

2. Factive Presupposition

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.

3. Lexical Presupposition

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. Structural Presupposition

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.

5. Counter Factual Presupposition

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.

B. Second Letter

1. Existential Letter

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) $p \gg q$

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.

2. Lexical Presupposition

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.

3. Factive Presupposition

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 presupposition 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) 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 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.

4. Non Factive Presupposition

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.

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.

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