

## **GENRE ANALYSIS OF MEMORANDUM OF UNDERSTANDING (MOU)**

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### **ABSTRACT**

*This thesis presents Genre Analysis of English Memorandum of Understanding made by Dian Nuswantoro University Semarang during 2007 – 2011. It analyzes the social function, schematic structure, and linguistic features on Dian Nuswantoro University Semarang.*

*The data were analyzed using descriptive method. The researcher followed some steps to analyze data, namely: reading the memorandum of understanding, segmenting into each clause, describing the social function of the memorandum of understanding, classifying the schematic structure, describing linguistics features and finally concluding the characteristics of the text.*

*The results of the analysis on memorandum of understanding made by Dian Nuswantoro University Semarang shows that out of five memorandum of understanding, The social function on memorandum of understanding is to inform and to describe an agreement between parties with several terms conditions and. The different lies only on the scope of the program. The schematic structure on memorandum of understanding found in UDINUS the same that is Title ^ Date of agreement ^ Parties ^ Parties identity ^ Content ^ Signatures.*

*The process that occurs in the texts is material process, mental process, verbal process, relational process and existential process. Material and relational processes are the dominant process because the process describes the action of doing and being. It expresses the notion that some entity physically does something- which may be done to some other entity. The tenses that occur in the texts are: simple future tense, simple present tense, simple past tense, present continuous tense, and present perfect tense. Simple future tense dominates the occurrence in the texts, because the MOU'S show the agreement in the future. All of the clauses use declarative mood type, because the all clauses state something.*

### **INTRODUCTION**

Language as means of communication occurs in daily activity as a text. Macken (1990: 6) state language is used in everyday life occurs as text. This is true in any spoken and written language. Based on the theory above people can

communicate their idea, concept or feeling and changing information each other when they communicate.

Language represents medium of most communication comprehended by people in the entire world. Language as medium of communications has two types, there are written and spoken. Spoken language can be realized in oration, dialogue, and presentation. Meanwhile, written language can be realized in letter, news, short message, short story, and novel. Spoken language means that language which is expressed in speaking whereas, written language is the language expressed in writing. Communication in written language as people know is a text. The term text is a way of talking about any meaningful piece of language, which is made coherent by the social context in which it is produced. A text can be as long as novel or as short as a traffic warning. Both texts have meaning, coherence, unity, and social purpose. Study about text means study about context of a text that is genre.

Genre is a term for grouping texts together, representing how writer typically uses language to respond and to recur situations. Studies of genre also stress a concern with context as well as form and emphasize the importance of description and analysis rather than simple classification. It is also true that genre has become a key concept in modern thought, not only in linguistics and language teaching but in many areas of contemporary social and cultural studies. This is because language is seen as a central way in which people construct our lives. It is through genre that individuals develop relationship, establish communities, and achieve their goals. Without the familiar structure that gives to social events, it would be unable to conduct the most basic interactions of everyday life. Genres are more than forms (Sony, 2009: 2). It functions as frames for the way it acts, the thoughts it has, and the interactions it engages in.

Genre remains of fuzzy concepts, some what loose term of art (Hymes, 1974: 61) "Genre often coincides with speech events, but must be treated as analytically of independent of them". They may occur in different events. Like, the sermon as a genre is typically identified with a certain place in a church service, humorous effect, in other situations. This is in accordance with Martin's statement (1986: 86) "Genres have complementary registers and communicative success with texts may require an appropriate relationship to system of genre of register". Based on this, the researcher move into a more confident exploitation of the genre.

People gradually gain control of a genre by using repeated experiences, remembering how it is set out to help people express what people want to say. This kind of knowledge sometimes refers to literacy theorists as a schema, or system for storing and retrieving past knowledge. One kind of a genre is a memorandum of understanding. Memorandum of understanding will be found when people make an agreement and tied both of subject agreement with duty and right, memorandum of understanding is should be make a good result for both of subject agreement.

Memorandum of understanding is an arrangement of understanding between two or more parties as to a course of action; a covenant or treaty (Webster Comprehensive Dictionary, 2003:29). The most important thing in memorandum of understanding is there are two people who want to make a deal and the purpose to achieve a memorandum of understanding deal between two parties. In this research, the researcher chooses memorandum of understanding because the researcher wants to know how the memorandum of understanding is realized through the language especially connected to the genre. Memorandum of understanding is an implied agreement resulting from the express term of another agreement, whether written or oral to serve as the basis of future formal contract.

The researcher chooses the study about genre because it becomes an important requirement for joint study like double degree, twining program, exchange study, staff exchange, and sabbatical training for staff member. In this thesis the researcher wants to analyze their social function, schematic structure, and linguistic features of those memorandums of understandings.

## **RESEARCH METHOD**

To get a good result from this research, the researcher employs a research method consisting of research design, unit of analysis, source of data, technique of data collection, and technique of data analysis.

### **Research Design**

A research needs a design, and the researcher used descriptive qualitative research. Descriptive qualitative means descriptive research. It is a research method to describe the subject or the object of the research based on the fact or reality. Nunan (1993:4-6) states that descriptive qualitative is a research in which the method of the data collection is non-experimental or real-time recording that generates naturally recording data. In qualitative research the data are not number or chart but in the form of words, pictures, clauses. Based on the consideration above, it means that the data taken from the memorandum of understanding as the main source are then analyzed by using some resources such as books, articles, journal to support the study.

### **Unit of Analysis**

The unit of analysis of the study is every clause found in the Memorandum of Understanding conducted by “Dian Nuswantoro University Semarang”. The

researcher analyzed Memorandum of Understanding conducted by Dian Nuswantoro Universty Semarang.

### **Source of Data**

The source of the data this study is the letter Memorandum of Understanding written by “Dian Nuswantoro Universty Semarang” and Multimedia University Malaysia in 2007, Unity Collage International Malaysia in 2008, Universiti Teknikal Malaysia Melaka in 2008, Chung Yuan Christian University in 2010, University Of Malaya Kuala Lumpur, Malaysia in 2011 that have been analyzed. Most importantly the researcher is focused on the genre analysis of the text.

### **Techniques of Data Collection**

The data of this study are collected by using the following steps:

1. Firstly, the researcher requested a letter from head of study program.
2. Second, the researcher gave letter to secretariat Dian Nuswantoro Universty Semarang.
3. Third, the researcher asked Dian Nuswantoro University Semarang (Mrs. Avis as a secretariat of Dian Nuswantoro University Semarang) for the Memorandum of Understanding.
4. Fourth, the researcher copied the memorandum of understanding.
- 5.

### **Techniques of Data Analysis**

After the data are collected, they are analyzed by using the following steps:

1. Reading of data Memorandum of Understanding.  
The researcher read all the letter one by one to know the content of each text.
2. Segmenting the letters into clauses.  
They sentences in the letters were segmented into clause.
3. Analyzing every clause of the text.  
The researcher analyzed the communicative purpose of each text by understanding the meaning of content.
4. Describing the data.  
The researcher described the social function, schematic structure, and linguistic features of the text based on Gerot and Wignell's theory (1995: 10).
5. Interpreting the finding.  
After describing the Memorandum of Understanding, the researcher classified the social function, schematic structure, and linguistic features.
6. Drawing the conclusion.  
Based on the findings, the researcher concluded the kinds of genre used in the memorandum of understanding

## DISCUSSION

This chapter discusses the results of the data analysis in order to answer the problem in this research. The framework used to analyze the data is proposed by Gerot and Wignell (1994:192). The statements of the problem are addressed to find out what kinds of social function, what kinds of schematic structure, and what kinds of lexicogrammatical described in genre.

### **The Findings of memorandum of understanding letter**

The researcher had 5 memorandum of understanding as the data of this research. The data of this research were taken from UDINUS Semarang and another five universities; they are Multimedia University Malaysia, Unity Collage International Malaysia, Universiti Teknikal Malaysia Melaka, Chung Yuan Christian University, University Of Malaya Kuala Lumpur, Malaysia during 2007-2011. Each of memorandums of understanding has a similarity in form and content. The content of first MOU between UDINUS and Multimedia University focus on eight agreements, they are about scope of understanding, contact persons, mutual expense and reliance, confidentiality, implementation and termination, limitation of liability, governing law and jurisdiction, modifications. The content of second MOU between UDINUS and Unity Collage International focus on eight agreements, they are about scope of understanding, contact persons, mutual expense and reliance, confidentiality, implementation and termination, limitation of liability, governing law and jurisdiction, modifications. The content of third MOU between UDINUS and Universiti Teknikal Malaysia Melaka focus on eight agreements, they are about objective, areas of co-operation, financial arrangements, effect of memorandum of understanding, no agency, entry into effect and duration, notice. The content of fourth MOU between UDINUS and Chung Yuan Christian University focus on five agreements, they are about Joint research activities, exchange of academic materials and academic publications, exchange of faculty members for research, lecturer, discussions, exchange of graduate and undergraduate students for study and research, linkage of website onto the sister university's website to enhance information exchange. The content of fifth MOU between UDINUS and University of Malaya Kuala Lumpur focus on seven agreements, they are about scope and fields academic cooperation's, financial arrangements, join property, confidentiality, duration and termination, notice, miscellaneous.

The statement of the problem are addressed to find out what kinds of social function each memorandum of understanding, what kinds of schematic structure each memorandum of understanding, and what kinds of linguistic features each memorandum of understanding described.

The following table 4.1 covers the parts of the each memorandum of understanding. It can be seen in table 4.1 below:

Table 4.1 Parts of memorandum of understanding made by UDINUS Semarang

Parts of Memorandum of Understanding	Business Letter				
	1	2	3	4	5
<b>Title</b>	✓	✓	✓	✓	✓
<b>Date of agreement</b>	✓	✓	✓	✓	✓
<b>Parties</b>	✓	✓	✓	✓	✓
<b>Parties identity</b>	✓	✓	✓	✓	✓
<b>Content</b>	✓	✓	✓	✓	✓
<b>Signatures</b>	✓	✓	✓	✓	✓

From the table above, red box shows the parts or structure of the memorandum of understanding. The researcher covers the parts into Title ^ Date of agreement ^ Parties ^ Parties identity ^ Content ^ Signatures made by UDINUS and five another Universities.

In linguistic features, focused on process types, mood types, tenses and conjunction. In this research, the researcher had 5 business letters as the data of this study. After the data were divided into clauses, there were found 274 clauses. According to Halliday as cited in Gerot and Wignell(1994: 54), asserts that there are seven different process types; material, behavioral, mental, verbal, relational, existential, and meteorological.

The following table 4.2 covers the process types of the data with total 274 clauses analyzed and followed by more detailed for each process type. It can be seen in table 4.2 below:

Table 4.2 Process type of MOU of UDINUS

	<b>Business letter</b>		
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<b>Process type</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Total</b>	<b>%</b>
<b>Material</b>	26	23	28	9	38	<b>124</b>	<b>43,66%</b>
<b>Mental</b>	5	7	2	5	18	<b>37</b>	<b>13,02%</b>
<b>Relational</b>	28	28	20	1	25	<b>102</b>	<b>35,91%</b>
<b>Existential</b>	1	1	0	0	0	<b>2</b>	<b>0,70%</b>
<b>Verbal</b>	0	5	2	1	1	<b>19</b>	<b>6,69%</b>
<b>Total</b>	60	64	52	16	82	<b>284</b>	<b>100%</b>

From the table above, it can be identified that there are only five processes found in letter. The five processes are *material*, *mental*, *relational*, *existential*, and *verbal process*. The researcher covers that material process is the most dominant process in the business letters which occurs 124 times and the percentage is (43,66%). Material process can be identified as a dominant process, because verb is indicated by process of doing mostly. Process of material can be seen from several verbs: executed , establishing, explore, open, developing, etc.The other occurrence of process type are relational process occurs 102 times (35,91%), mental process occurs 37 times (13,02%), verbal process occurs 19 (6,69%) and the last is existential process occurs 2 times (0,70%).

The following table 4.3 covers the tenses of the data with total 93 sentences analyzed and followed by more detailed for each tenses type. It can be seen in table 4.3 below:

Table 4.3 Classifying Tense of Sentences on MOU of UDINUS

<b>Tense</b>	<b>Business letter</b>					<b>Total</b>	<b>%</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>		
<b>Simple Present</b>	9	4	3	3	10	<b>29</b>	<b>31,18%</b>
<b>Simple Past</b>	4	5	3	0	2	<b>14</b>	<b>15,05%</b>
<b>Simple Future</b>	9	11	11	6	12	<b>49</b>	<b>52,68%</b>
<b>Present Continuous</b>	1	2	1	0	2	<b>6</b>	<b>6,45%</b>
<b>Present Perfect</b>	1	1	1	0	2	<b>5</b>	<b>5,37%</b>

<b>Total</b>	<b>24</b>	<b>23</b>	<b>19</b>	<b>9</b>	<b>28</b>	<b>93</b>	<b>100%</b>
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From the table above, the researcher can be identified that there are only six tenses found in all The linguistic features in first memorandum of understanding, According to Halliday as cited in Gerot and Wignell(1994: 54), the process types in this data is : material, mental, relational, existential and verbal. The mood type of all the text is declarative because the clauses tell the prospective both parties to accept this agreement. The tense used in this text is simple future tense, simple past tense, simple present tense, present continuous tense.

.There are *simple present, simple past, simple future, present continuos, future continuous, and present perfect tense*. The researcher covers that simple future tense is the most dominant tense in the business letters which occurs 49 times and the percentage is (52,68%). Simple present tense can be identified as a dominant tense, because it expresses action or state in the present time and is used of what occurs or is true at the time of speaking and of what is habitual or characteristic or is always or necessarily true, that is sometimes used to refer to action in the past, and that is sometimes used for future events. Simple future can be seen from several verbs, which is use a will/shall + V1(future verb): *will also, shall exist,etc.*

The other occurrence of tenses are simple present occurs 29 times (31,18%), simple past occurs 14 times (15,05%), present continuous occurs 6 times (6,45%), and the last is present perfect occurs 5 times (5,37%).

## CONCLUSION

1. The social function on memorandum of understanding is to inform and to describe an agreement between parties with several terms conditions and. The difference lies only on the scope of the program.
2. The schematic structure on memorandum of understanding found in UDINUS the same that is Title ^ Date of agreement ^ Parties ^ Parties identity ^ Content ^ Signatures.

The process that occurs in the texts is material process, mental process, verbal process, relational process and existential process. Material and relational processes are the dominant process because the process describes the action of doing and being. It expresses the notion that some entity physically does something- which may be done to some other entity. The tenses that occur in the texts are: simple future tense, simple present tense, simple past tense, present continuous tense, and present perfect tense. Simple future tense dominates the occurrence in the texts, because the MOU'S show the agreement in the future. All of the clauses use declarative mood type, because the all clauses state something.



## **Suggestion**

1. The researcher realizes that the thesis has not been fully proved in the real applications. Therefore, for the next researchers who are interested in English, they should take the following accounts:
2. The researcher chooses the study about genre because it becomes an important requirement for joint study like double degree, twining program, exchange study, staff exchange, and sabbatical training for staff member.
3. The researcher hopes this research will motivate the researcher himself on English language

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