

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

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### **ABSTRAK**

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 is to inform and to describe an agreement between parties with several terms and conditions. The each memorandum of understanding have also different schematic structure but the dominant schematic structure in memorandum of understanding made by Dian Nuswantoro University Semarang is Title ^ Introduction ^ Timeline ^ Contract Comparison ^ Content ^ Signatures. The processes that occur in the memorandum of understanding are relational process, material process, mental process, verbal process and existential process. The dominant process on memorandum of understanding is material process. Material process becomes the dominant process because the process describes processes of material doing. It expresses the notion that some entity physically does something- which may be done to some other entity. The tenses that occur in the memorandum of understanding are simple future tense, simple present tense, simple past tense, present continuous tense, and present perfect tense. The dominant tense is Simple future tense and simple present tense. The declarative mood type is using each memorandum of understanding using a conjunction.

Kata Kunci : Aspect Genre Analysis, social function, schematic structure, linguistics features

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