

## MOTTO AND DEDICATION

-“Every journey begins with a single step. And you’ll never finish if you don’t start.”

-“If there is a will there is a way.”

Dedicate for:

- ✚ My Beloved Parents
- ✚ My Beloved brothers and sisters

✚ My Family  
✚ My Classmates in 6BC 2015  
✚ For Everyone Who Know, Care, and Support me

## **PREFACE**

The writer would like to perform the gratitude to Allah saw for mercy who has given to the writer, so that the writer could finish the final report. The writer would also like to express the warmest gratitude to the prophet Muhammad saw, for warming and remembering every kindness or fault occurred. The writer would also like thank to the parents, familiy, advisor, lecturers and friends who helped and gave support during the writing this final report. Eventually, this is to fulfill the requirement of final report subject at State Polytechnic of Sriwijaya, which is entitled “*The Use of Passive Voice in Methodology Chapter of the students’ Final Report*”

The writer considers that there are some mistakes in writing this report. It is caused by the limitation experiences, ability and knowledge of the writer. Therefore, the writer expects the readers can give suggestion and criticisms for the job final report progress.

Finally, the writer expects that this report can give advantage and usefulness to the readers especially for the students of English Department.

Palembang, July 2018

The writer

## ACKNOWLEDGEMENT

Alhamdulillah, first of all I would like to express gratitude to Allah swt who has given me the mercy, the grace and the grand from above, as a result the writer can finish this final report. After that, I would like to express to prophet Muhammad saw who has brought us from the darkness to the brightness.

This final report fulfill requirement for Diploma III Majoring in English Department study program Tourism and Hospitality Industry of State Polytechnic of Sriwijaya Palembang.

The writer realizes that in this final report there are so many mistakes and weaknesses, in this case caused by lack of information, knowledge and ability which writer has. So the writer needs suggestion and advise to improve information, knowledge and ability for the writer particularly with pleasant.

The writer finishes this final repport because of help from every aspect that cannot be explained one by one directly. In this oppurtunity writer does not forget to say thanks to every people who help me to finish this final report. I want to say thanks to:

- ❖ The head of English Department of State Polytechnic of Sriwijaya Palembang, Drs. M. Nadjmuddin, M.A for his guidance which is very useful to writer.
- ❖ My best advisors Dra. Risnawati, M.Pd and Herman, S.Pd., M.Pd who had given me advice, support, suggestions, and new knowledge in writing this final report.
- ❖ The writer's beloved father Abi Adillah and mother Nurlailah, S.Pd, thank you for their support, praying, suggestions, motivation, guidance and all of thing that

always they give to me. Then, thank you for my beloved sisters Sally Rosalina and Indri Damayanti, and brothers Muhammad Andreadi and Adam Ali. Also for my grandmother Yuha, my uncle Sobirin, S.Pd, and my aunt Sri Rahayu.

- ❖ Writer beloved friends, Adella Aprilianti PP, Indah Damayanti, Dwi Wahyuni, Fadhillah Khairani, Ayu Larasati, Talvati Madyan, Rizkyawati Alfiastika who supporting me, suggest me, and always making me laugh.
- ❖ Writer beloved friends of BC Class 2015.
- ❖ Thank you for Mrs. Lina who always opens the library every day, Mrs. Warti who always always smiling when I asking her, Mrs. Siska, Mr. Okta, Mr. Nanang who always open administration officer for me.
- ❖ Not all of the people who had performed any assistance in finishing this final report that cannot be mentioned one by one, and I hope this is not be my last final report, amin.

Palembang, July 2018

The Writer

## ABSTRACT

### THE USE OF PASSIVE VOICE IN THE METHODOLOGY CHAPTER OF THE STUDENTS' FINAL REPORTS

---

(Sakinah, 2018, 44 Pages, 3 Tables, 1 Chart)

This final report describes the use of passive voice in the methodology chapter of the students' final reports. The writer uses descriptive qualitative method, where the writer described the correct and incorrect passive voice from the methodology chapter of students' final reports graduated in 2017. The writer uses random sampling, where the writer took 22 of the students' final reports by choosing the thin final reports available in the bookcase in the English Department library of State Polytechnic of Sriwijaya. The writer analyzes the use of passive voice based on forms and types passive voice. The forms of passive voice that were found in the methodology chapter are simple present, simple past, present perfect, past perfect, present future, past future and modal verbs. The types of passive voice are with agent, without agent, and with *to*-infinitive. It could be concluded that from the data, there were found the correct passive voices usage is higher than the error usage. Finally, the writer found that there were 154 sentences of passive voice in the methodology chapters from 22 final reports, each methodology chapters consist 2 up to 7 pages and the correct passive voices consist 76% and the incorrect passive voice consist 24%. The most incorrect passive voices found in the simple present form, it because the students forgot the fomulas and the most correct passive voices usage are in passive simple past tense. The writer suggests the readers especially the students of English Department at State Polytechnic of Sriwijaya to be careful in writing. They should be careful with grammar especially passive voice, because if there is a mistake, it will affects the meaning of sentences.

**Keyword:** *Passive Voice, Students' Final Reports, Introduction Chapter*

## TABLE OF CONTENT

<b>APPROVAL SHEET.....</b>	<b>i</b>
<b>MOTTO AND DEDICATION.....</b>	<b>ii</b>
<b>PREFACE.....</b>	<b>iii</b>
<b>ACKNOWLEDGEMENT.....</b>	<b>iv</b>
<b>ABSTRACT.....</b>	<b>vi</b>
<b>TABLE OF CONTENT.....</b>	<b>vii</b>
<b>LIST OF CHART.....</b>	<b>ix</b>
<b>LIST OF TABLES.....</b>	<b>x</b>
<b>CHAPTER I: INTRODUCTION</b>	
1.1 Background.....	1
1.2 Problem Formulation.....	2
1.3 Research Benefits.....	3
<b>CHAPTER II: LITERATURE REVIEW</b>	
2.1 Passive Voice.....	4
2.1.1 Definition of Passive voice.....	4

2.1.2 Uses of Passive Voice.....	4
2.1.3 Rule of Passive Voice.....	8
2.1.4 Forming Passive Voice.....	8
2.1.5 Types of Passive Voice.....	12
2.2 Methodology.....	13

### **CHAPTER III : RESEARCH METHODOLOGY**

3.1 Method of Research.....	15
3.2 Technique for Collecting the Data.....	15
3.3 Techniques for Analyzing the Data.....	16

### **CHAPTER IV : FINDING AND DISCUSSION**

4.1 Findings.....	18
4.1.1 Simple Present Form.....	20
4.1.2 Simple Past Form.....	26
4.1.3 Present Perfect Form.....	31
4.1.4 Past Perfect Form.....	32
4.1.5 Present Future Form.....	32
4.1.6 Past Future Form.....	34
4.1.7 Modal Verb Form.....	35
4.2 Discussion.....	38

### **CHAPTER V : CONCLUSION AND SUGGESTION**

5.1 Conclusion.....	45
5.1 Suggestions.....	45

**REFERENCES**

**APPENDICES**

**LIST OF CHART**

Chart 1. The Percentage of Correct and Incorrect Passive Voices Constructions.....	18
--	----

## LIST OF TABLES

Table 1. Verb Tenses Used in Passive Voice.....	9
Table 2. The Result of the Forms and Types of Passive Voice .....	19
Table 3. Revision of Incorrect Examples of Passive Senteces.....	42