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Application of Microsoft Office 365 as English Vocabulary Learning Media for Vocational High School Students

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ABSTRACT

English language learner often deals with the problem of vocabulary learning. Students as second language learner need teacher's guide to find adequate English vocabulary learning media. This study aimed to analyze the implementation of Microsoft Office 365 for teaching and learning English vocabulary of vocational high school students in *SMK Analis Kesehatan Nasional*. This study involved 20 students in eleventh grade students with the experience of using Microsoft Office 365 application for two years. By applying descriptive qualitative research, this study used questionnaire to collect the data and explain the result by description. This study presented conclusion that Microsoft Office 365 application is useful for teaching and learning English vocabulary of students in *SMK Analis Kesehatan Nasional*. This conclusion is based on the questionnaires' results dealing with students' English vocabulary comprehension in Microsoft Office 365, influence of Microsoft Office 365 toward students' English vocabulary, and students' English vocabulary knowledge in Microsoft Office 365. Dealing the result of questioners, 77,5% students comprehended English vocabulary in Microsoft Office 365 and 97,5% students admitted Microsoft Office 365 influenced students' English vocabulary. In average of students' vocabulary knowledge, 71.25% students comprehended 20 English vocabularies on homepage of Microsoft Office 365.

Keywords: English Vocabulary, English Learning Media, Vocational School

INTRODUCTION

A language learner firstly study to know words surroundings and get used to apply the words in sentences. Long added that "by having rich vocabulary, students can improve their listening, speaking, reading and writing abilities; not only in the way they comprehend but also in the way they produce language" (Long, 2007). Without understanding the words in its application on sentences with certain context, the language learner becomes difficult to communicate in both written or spoken

communication. Furthermore, Afzal confirmed in research that the second language learners face vocabulary-learning problems with limited word repository even at the university level of education. These vocabulary-learning problems cause to weaken the students' reading comprehension, writing power, and communication skills due to lack of the vocabulary knowledge (Afzal, 2019).

There are four types of vocabulary categorized by Montgomery. Those are reading vocabulary, listening vocabulary, writing vocabulary, and speaking vocabulary (Montgomery, 2007). Based on the list of vocabulary by Montgomery, language learners have many options to recognize and learn new vocabulary. Vocabulary is a total number of words existing in language, including single words to express idea as well as multi- word idioms which can be understood in the context (Wafi, 2013). It means that vocabulary scope is extremely large because it also depends on the context or topic of reading, listening, speaking, and even writing. Furthermore, Hammer stated that there are active and passive vocabulary (Harmer, 2007). The active vocabulary refers to the words taught to students for speech or writing as oral or written expressions. The passive vocabulary refers to the words that students recognize and understand in a context as in listening or reading material. Therefore, different learning media of second language, especially English, offers different English vocabularies based on its topic or scope.

Modern office devices nowadays offer online software applications assisting its users to finish their works. These office software applications mostly use English as the language setting for professional reason. One of them is Microsoft Office 365 as an online office suite that includes Microsoft applications such as Microsoft Power Point, Excel, Word, Access, Outlook, Publisher, OneNote, and Sway (Beeram, 2018). These collaboration applications are integrated in Cloud service and Skype for Business in order to ease the user for file presentation in business communication. Since online distance learning in Covid-19 Pandemic focuses in online teaching and learning media including online office software, Microsoft Office 365 is not only for business but also educational communication purpose. *SMK Analisis Kesehatan Nasional* has used Microsoft Office 365 during online distance learning. In English language setting, Microsoft Office 365 can be a learning media for the vocational high school students to enrichen their English vocabularies directly, especially from online office field.

However, there are issues dealing with advantages and disadvantages of online teaching and learning process. One of the advantages is students are possible to continue to learn even though they are not physically present in the classroom (Wijaya, 2015). Meanwhile, the disadvantage of online teaching is lack of communication between the teacher and the students (Pun, 2013). Thus, online teaching and learning still has advantage and disadvantage for students and so do the teacher. This research brings another online teaching and learning media, especially for teaching and learning English vocabulary, by software or application in order to find solution for these issues during online distance learning.

There are previous researches that become references on this research. Wafi conducted research entitled "The Effectiveness of Using Animated Pictures Program in Learning English Vocabulary among the Fifth Graders in Gaza" (Wafi, 2013). The researcher effectively used animated pictures to teach English vocabulary for children in fifth grade. It also turned out that Wafi's research was very effective to motivate fifth grade students' participation and interaction. However, Wafi's research did not focus on the intermediate level which normally is high school student. Different from Wafi's research, vocational high school students in this research have different need of English vocabulary for enhancing professionalism at work.

Nurnaningsih conducted research entitled “The Use of Flashcard in Teaching English Vocabularies by Young Mothers” (Nurnaningsih, 2021). Nurnaningsih’s research brought Flashcards as teaching media for young village mothers to introduce simple English vocabularies to their children in early ages. The applied flashcards came out manually with the game and song so that Nurnaningsih’s research did not integrate with the ongoing online teaching and learning media to introduce new English vocabularies. Nurnaningsih’s research brought young village mothers as the subject of research without any educational or course background of computer. However, the target of English learner has different stage and skill. There should be research to bring another target of English learner to find another solution in English teaching and learning problem. Therefore, this research brings office software suite in English language setting as learning media to introduce and enrich English vocabulary for vocational high school students.

From the previous researches above, this research has purpose to analyze the implementation of Microsoft Office 365 application for teaching and learning English vocabulary of students’ vocational high school in *SMK Analis Kesehatan Nasional*. Since *SMK Analis Kesehatan Nasional* applies Microsoft Office 365 during online distance learning as the impact of COVID-19 pandemic, this research focuses on eleventh grade students in *SMK Analis Kesehatan Nasional* that have received English material by applying Microsoft Office 365.

METHODOLOGY

This study applied descriptive qualitative research. Qualitative research is a form of social inquiry that tends to adopt a flexible and data-driven research design, to use relatively unstructured data, to emphasize the essential role of subjectivity in the research process, to study a small number of naturally occurring cases in detail, and to use verbal rather than statistical forms of analysis (Hammersley, 2013). The subject of this research was eleventh grade students in *SMK Analis Kesehatan Nasional*. These students had received the online teaching and learning process for two years using Microsoft Office 365 during Covid-19 pandemic.

There were several sequences in this research since qualitative data analysis was completed in interactive and continuous management. These sequences of qualitative data analysis are collecting the data, reducing the data, and displaying the data, and verifying the data results (Miles & Huberman, 1994). In collecting data, this research took primary data as the main data from questionnaire in Google Form and documentation of English vocabularies in Microsoft Office 365’s homepage. The questionnaire involves a particular kind of interview in a formal contact, in which the conversation is governed by the wording and order of questions in the instrument (Lavrakas, 2008). Therefore, the questionnaire in this research covered questions about the application of Microsoft Office 365 for English vocabulary learning. Those questions also represented the respondents’ situation. For the reduction of data, this questionnaire also contained English vocabularies at Microsoft Office 365’s homepage in English language setting. The data was classified by the numbers of English vocabularies that were comprehended by students as respondents during the application of Microsoft Office 365. The questionnaire was shared in code link from Microsoft Office 365 to students. Meanwhile, the secondary data in this research was references theories and previous researches regarding the problem of this research.

RESULTS AND DISCUSSION

RESULT

After vocational high school students of *SMK Analis Kesehatan Nasional* have applied Microsoft Office 365 in English teaching and learning process for two years, the students are eligible to fill questionnaire in *Google Form* for collecting the research data. There were 40 students as research respondents who filled the questionnaire. Meanwhile, questionnaire presents 3 questions dealing with Microsoft Office 365 application for English vocabulary learning. In this research, the results of questionnaire are represented in diagram which is also the automatic result in *Google Form*. Those questions' points are student's English vocabulary comprehension in Microsoft Office 365, influence of Microsoft Office 365 toward students' English vocabulary, and students' English vocabulary mastery in Microsoft Office 365.

1. Students' English Vocabulary Comprehension in Microsoft Office 365

***If English is your language setting in Microsoft Office 365, is the language in the application easy to understand for you?**

40 responses

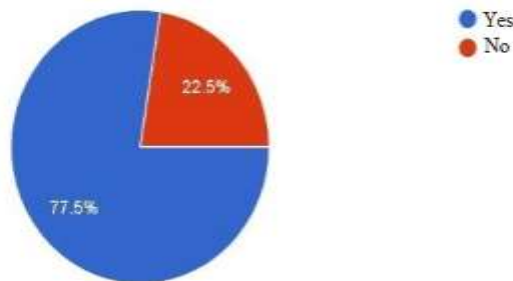


Image 1. Students' English Vocabulary Comprehension in MS. Office 365

The first question asked whether the students understood the English vocabularies in Microsoft Office 365's homepage or not. This question also refers to English language acquisition from students during online teaching and learning by using Microsoft Office 365 during Covid-19 pandemic in two years. In the diagram above, there were 77, 5% respondents or 33 students who chose "Yes" answer. These respondents admitted that English vocabularies in Microsoft (MS) Office 365 are understandable easily. The students get used to know and comprehend the English vocabularies as they often open Microsoft Office 365' homepage. It also shows that Microsoft Office 365 application as online office suite offers general English vocabularies for users in order to make them easily to do the task. Meanwhile, 22,5% respondents or 9 students chose "No" answer. These respondents honestly admitted that they still have difficulty to comprehend English vocabularies in Microsoft Office 365. Even though these 9 students often do their school task by using Microsoft Office 365 in English language setting, they tend to not focus on the meaning memorization of English vocabularies in Microsoft Office 365. They may just notice on the repeated vocabulary placement of menu bar in Microsoft Office 365's homepage that shows the different functions inside.

2. Influence of Microsoft Office 365 toward Students' English Vocabulary

***If English is the language setting in Microsoft Office 365, does it influence you to increase your English vocabulary?**

40 responses



Image 2. Influence of MS. Office 365 toward Students' English Vocabulary

The second question asked whether the application of Microsoft Office 365 influenced students' English vocabulary or not during online teaching and learning. Microsoft Office 365's homepage has menu bar with its English vocabularies that should be understood by students as user. During the use of application in two years, the diagram above shows that 97,5% respondents or 19 students with "Yes" answer admitted that Microsoft Office 365 influenced them in English vocabulary. It also shows that they afforded to understand each English vocabulary in Microsoft Office 365's homepage since they use Microsoft Office 365 application as online teaching and learning media at school. Meanwhile, the rest percentage or 1 student with "No" answer admitted that Microsoft Office 365 did not influence the student's knowledge of English vocabulary. This 1 student can be a student who has already comprehended all of English vocabulary in Microsoft Office 365's homepage or a student who has lack of English vocabulary and less motivation in learning English.

3. Students' English Vocabulary Knowledge in Microsoft Office 365

***Choose English vocabularies in Microsoft Office 365 below that you understand its meaning! (Please mark more than one vocabulary)**

40 responses

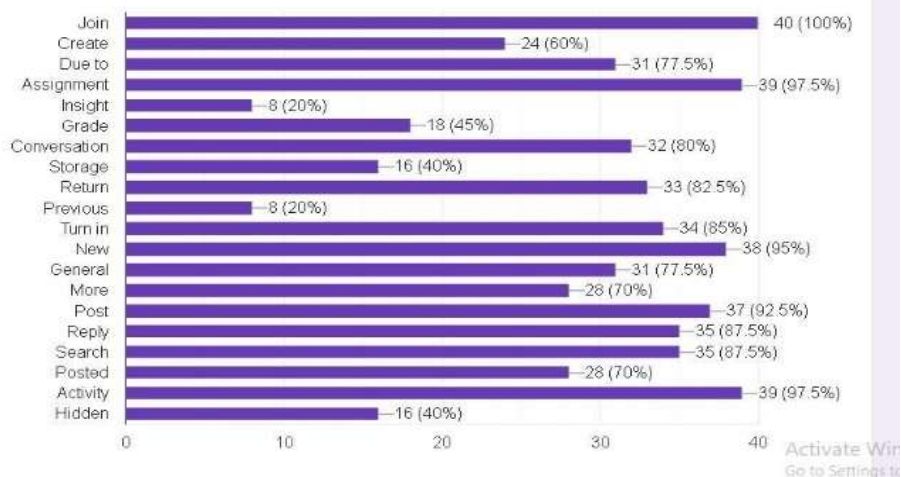


Image 3. Students' English Vocabulary Knowledge in Ms. Office 365

The third question asked whether the students comprehend each English vocabulary in Microsoft Office 365 application. This question measures the knowledge of students' English vocabulary after using Microsoft Office 365 around two years during distance learning. As data sample, this research used 20 vocabularies in Microsoft Office 365's homepage. Image 3 above show the percentage result of students who comprehend the meaning of English vocabularies. It explains 100% respondents or 40 students understand the meaning of vocabulary "Join". Meanwhile, there are few students who understand 2 English vocabularies ("Insight" and "Previous"). Those are only 8 students or 20% respondents who understand the vocabularies. The average of students who comprehended and who didn't comprehend these 20 English vocabularies is provided in the discussion of this research. Briefly, table 1 in discussion part shows 71.25 % students who comprehended 20 English vocabularies on homepage of Microsoft Office 365.

These questioners' results above dealing with students' English vocabulary comprehension in Microsoft Office 365 and influence of Microsoft Office 365 toward students' English vocabulary showed more than 70% students giving positive response toward the implementation of Microsoft Office 365 for teaching and learning English vocabularies. Furthermore, the variable of students' English vocabulary knowledge in table 1 of discussion part also presents more than 70% students comprehended English vocabularies on homepage of Microsoft Office 365. It means that the variable of students' English vocabulary knowledge shows positive response toward the implementation of Microsoft Office 365 for teaching and learning English vocabularies at *SMK Analis Kesehatan Nasional*.

DISCUSSION

Discussion part focuses on advantages and disadvantages of Microsoft Office 365 implementation in teaching and learning English vocabularies for vocational high school students at *SMK Analis Kesehatan Nasional*. This part also discusses further about the research variables by connecting the questionnaire results with the advantages and disadvantages of Microsoft Office 365 implementation in teaching and learning English vocabularies.

Advantages of Microsoft Office 365 Application for English Vocabulary Learning

From the result of this research, vocational high school students at *SMK Analis Kesehatan Nasional* as respondents in this research mostly gave positive responses toward the implementation of Microsoft Office 365 as online learning platform during two years application. By more than 70% students comprehending English vocabularies, Microsoft Office 365 give advantages as English vocabulary learning media. Those advantages are described below.

1. Students Can Learn English Vocabulary from Academic Situation

Based on the result of research, the questions' results in image 1 and 2 dealing with students' English vocabulary comprehension in Microsoft Office 365 and influence of Microsoft Office 365 toward students' English vocabulary give more than 70 percent students who express good vocabulary comprehension and influence from Microsoft Office 365 application. From this result, students get their language acquisition for learning English vocabulary by experience in certain situations.

Paul Shoebottom proposed situations forming certain vocabulary (Shoebottom, n.d.). Those are everyday situations and academic situations. In everyday situations, the vocabulary is communicated

in everyday, for example chatting with friends, talking at mealtimes, and watching a TV show. In academic situations, the vocabulary is communicated while doing the academic activities, for example reading internet article, reading subject textbooks, and listening to prepared lecture. In this research, the respondents as senior high school students apply academic situations. The students are guided by teacher, especially English teacher to open Microsoft Office 365 and the students naturally listen the teacher repeatedly in English and its meaning about which feature or tool they should open. Moreover, the students chat with friends online in their own home about the assignments or materials given by teacher. In this unnoticeable English learning process, they open the application of Microsoft Office 365 or do screenshots showing the menu bar of application's homepage with its English vocabulary.

2. Students Can Learn English Vocabulary by Reading and Listening Habit

The table below presents the average percentage of students who understand English vocabularies on Microsoft Office 365' homepage. The table below also deals with students' English vocabulary mastery in Microsoft Office 365.

Table 1. Average of Students' Percentage Knowing the Vocabularies

| No. | English Vocabularies | Percentage of Students Knowing the Vocabularies |
|----------------|----------------------|---|
| 1 | Join | 100% |
| 2 | Create | 60% |
| 3 | Due to | 77.5% |
| 4 | Assignment | 97.5% |
| 5 | Insight | 20% |
| 6 | Grade | 45% |
| 7 | Conversation | 80% |
| 8 | Storage | 40 % |
| 9 | Return | 82.5% |
| 10 | Previous | 20% |
| 11 | Turn in | 85% |
| 12 | New | 95% |
| 13 | General | 77.5 % |
| 14 | More | 70% |
| 15 | Post | 92.5 % |
| 16 | Reply | 87.5% |
| 17 | Search | 87.5% |
| 18 | Posted | 70% |
| 19 | Activity | 97.5% |
| 20 | Hidden | 40% |
| Total | | 1425 |
| Average | | 71.25% |

It shows from the result that the average of percentage is 71.25% students know the English vocabularies on homepage of Microsoft Office 365. These students know English vocabularies directly without doing the translation in Bahasa. Literally, these students are mostly aware those English vocabularies in Microsoft office 365's homepage. It also represents that learning English on vocabularies in application of Microsoft Office 365 becomes habit because online teaching learning

process on *SMK Analis Kesehatan Nasional* uses Microsoft Office 365 as online classroom application both for students and educators. The students not only read repeatedly those 20 vocabularies, but also listen the vocabularies from the teacher. Therefore, the students grasp easily the information of related English vocabularies that they learn from homepage of Microsoft Office 365.

Santoso did research the effect of reading habits and vocabulary mastery towards speaking skill (Santoso, 2014). In Santoso's research, both reading habits and vocabulary mastery effectively help students' speaking skill. The research proved that good mastery of vocabulary helps the learners express their ideas precisely and comprehend reading materials by having stocks of words. In this state, knowledge of vocabulary from Microsoft Office 365 can help students from *SMK Analis Kesehatan Nasional* as English language learner to read or even give information in English.

3. Students Can Learn English Vocabularies for Receptive Use

Respondents as students in *SMK Analis Kesehatan Nasional* for two years do online distance learning which make them use online office suite, Microsoft Office 365. In English language setting, this research took 20 English vocabularies on Microsoft Office 365's homepage as data sampling. Image 4 below is the homepage of Microsoft Office 365.

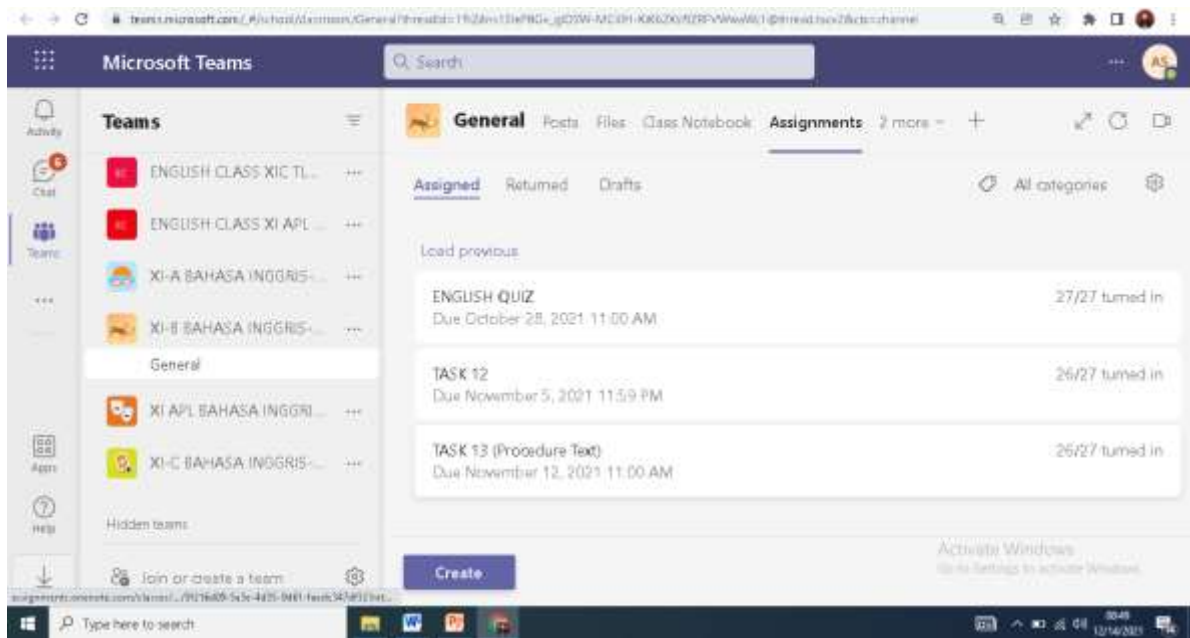


Image 4. Homepage of Microsoft Office 365

The menu bar and tool bar are written in English with 1 until 2 words. Therefore, Microsoft Office 365 can offer English vocabularies for reading and listening as basic English learning for school or passive English need for office without concerning the broad context. In line with Nation that English vocabularies for reading and listening called receptive use represents one set answer (Nation, 2001). It is different with receptive and productive vocabulary (reading, writing, listening, and speaking) having additional set of answers (Nation, 2001). For the language learners with non-English educational focus, computer language in English language setting can help them to learn English for receptive use or passive English. Furthermore, in Arianti's research, it proved that

students' efforts to improve their English skills are varies so that students think everything around them can be used as media for improving the ability in English (Arianti, 2021).

4. Microsoft Office 365 Offers English Vocabularies for Office Applications

This subject of this research is vocational high school students focusing on medical laboratory. Since the medical laboratory use modern medical computer or even office application software, these students as respondents need to know English for profession. By keeping the students aware with the English technical term or vocabulary in certain office software, they get vocabulary skill for valuable English learning experience. It is in line with the research from Mahbub entitled English Teaching in Vocational High School: A Need Analysis. Mahbub (Mahbub, 2018) stated in research's conclusion that teacher should put a great emphasis on practicing English skills that is greatly needed for their future careers such as serving the learners with English learning materials that contain particular topics or technical terms related to the school program.

Disadvantages of Microsoft Office 365 Application for English Vocabulary Learning

From the result of this research, Microsoft Office 365 as online learning platform mostly add English vocabulary knowledge for vocational high school students in *SMK Analis Kesehatan Nasional* during two years application. However, the result also showed that few students still did not understand the English vocabularies on homepage of Microsoft Office 365. It means that learning English vocabulary by using Microsoft Office 365 still has drawbacks. Tabel 2 below shows the average of students' percentage that do not know the vocabularies. If the students' percentage shows bigger percentage more than 50%, then it also shows the English vocabularies on homepage of Microsoft Office 365 which are hard to understand for the students as respondents.

Table 2. Average of Students' Percentage Not Knowing the Vocabularies

| No. | English Vocabularies | Percentage of Students Not Knowing the Vocabularies |
|-----|----------------------|---|
| 1 | Join | 0 % |
| 2 | Create | 40% |
| 3 | Due to | 22,5% |
| 4 | Assignment | 2.5% |
| 5 | Insight | 80% |
| 6 | Grade | 55 % |
| 7 | Conversation | 20% |
| 8 | Storage | 60 % |
| 9 | Return | 17.5% |
| 10 | Previous | 80% |
| 11 | Turn in | 15% |
| 12 | New | 5% |
| 13 | General | 22.5% |
| 14 | More | 30% |
| 15 | Post | 7.5% |
| 16 | Reply | 12.5% |
| 17 | Search | 12.5% |
| 18 | Posted | 30% |

| | | |
|----------------|----------|--------|
| 19 | Activity | 2.5% |
| 20 | Hidden | 60% |
| Total | | 575 |
| Average | | 28.75% |

Based on the table 2, the average of students who did not understand English vocabularies Microsoft 365 is 28.75%. There are 5 English vocabularies on its homepage that are considered hard to understand by more than 50% respondents. “Insight” and “Previous” are the hardest vocabularies to understand by the respondents in Microsoft Office 365 since 80% students as respondents did not know about its meanings. Meanwhile, “Storage” and “Hidden” are the hard ones in Microsoft Office 365 for 60% respondents. The last one, “Grade” is one of English vocabularies in Microsoft Office 365 that is hard to understand for almost half of the respondents or 55% students in this research. Thus, students still have difficulty to comprehend the meaning of those vocabularies though these students have used the application of Microsoft Office 365 for two years. Their difficulty which becomes ignorance of several English vocabularies in Microsoft Office 365 may deal with the circumstances as follows:

1. Students Tend to Focus on Functions of Application’s Tools and Menu

In table 2, 28.75% students do not aware with some English vocabularies on homepage of Microsoft Office 365. These students probably guess the tools’ functions of menu bar in Microsoft Office 365’s homepage dealing with their habit seeing its placement. These students also tend to click on homepage until they find the right file, tool, or feature under teacher’s instruction. This result also give insight that Microsoft Office 365 as online learning platform tend to give office technical knowledge rather than English vocabulary knowledge. Since the number of English vocabularies in Microsoft Office 365 depends on its features, students may see it as difficulty becoming ignorance to understand all of its meanings. In line with Rohmatillah’ research, one of the difficulty factors in learning English vocabulary is the number of words that students need to learn is exceedingly large. Dealing with the complexity of word knowledge, Rohmatillah also stated that knowing a word involves much more than knowing its dictionary definition (Rohmatillah, 2014).

2. Microsoft Office 365 Tends to Have Limitation of English Vocabularies

Microsoft Office 365 is an office suite for professional job internationally. Since online distance learning, Microsoft Office 365 offers the application as online learning media for education or school to ease the online teaching and learning process during COVID-19 pandemic. Thus, Microsoft Office 365 covers English vocabularies related to the modern work or education field and its technological terms. Therefore, if the students already understand English vocabularies on Microsoft Office 365, they may face other difficulties dealing with the limitation of information about words and its grammar. It is in line with Rohmatillah’ research that the limitations of sources of information about words and lack of grammatical understanding of the words also become factors of students’ difficulties in learning English vocabulary (Rohmatillah, 2014).

Meanwhile, these 28.75% students in table 2 who are not aware yet with some English vocabularies on Microsoft Office 365’s homepage may have different motivation in other field topic for learning English. Though these students learn modern medical computer or even office application software for future job, they still have own English learning motivation and need dealing with certain favorite topic.

3. Teachers Need to be Creative Dealing with English Vocabulary Practices

Microsoft Office 365 basically do not offer further English skills and its practices, such as writing, listening, and speaking. Teacher should support creatively the students' individual vocabulary learning by providing further practices of English skills after the introduction of English vocabularies and its meaning on Microsoft Office 365's homepage. In Zhang's research suggestion, students might also memorize words by listening to words repeatedly, by reading words, and by guessing the meaning from context that helps the students to understand the meanings of unknown words (Zhang, 2011). Furthermore, Nuralisah and Kareviati found from interview's result of the research that the lack of student's motivation to learn English is the main problem and the teaching strategies from teacher are less varied (Nuralisah & Kareviati, 2020). In order to make the students motivated in further discussion or topic after acknowledge the English vocabularies in Microsoft Office 365, the teacher can do vocabulary games of acknowledged vocabularies or do writing session using the vocabularies by applying the features of Microsoft Office 365.

CONCLUSION

This research draws conclusion that Microsoft Office 365 application is useful for teaching and learning students' English vocabulary in *SMK Analis Kesehatan Nasional* based on the questionnaires' result of student's English vocabulary comprehension in Microsoft Office 365, influence of Microsoft Office 365 toward students' English vocabulary, and students' English vocabulary knowledge in Microsoft Office 365. In this study, learning English vocabulary by using Microsoft Office 365 application has some advantages. First, students can learn English vocabulary from academic situation, Second, students can learn English vocabulary by reading and listening habit, Third, students can learn English vocabularies for receptive use. Fourth, Microsoft Office 365 application offers English vocabularies for office applications

Meanwhile, Microsoft Office 365 application has disadvantages for English vocabulary learning. First, students tend to focus on the functions of Microsoft Office 365 application tools and menu. Second, Microsoft Office 365 tends to have limitation of English vocabularies. Third, Teachers need to be creative dealing with English vocabulary practices.

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