

**TYPES OF LETTERS USED IN SALES AND MARKETING DEPARTMENT
OF THE ROYAL BEACH SEMINYAK BALI AND THE LANGUAGE
FUNCTIONS AND EXPRESSIONS USED IN THE LETTERS**

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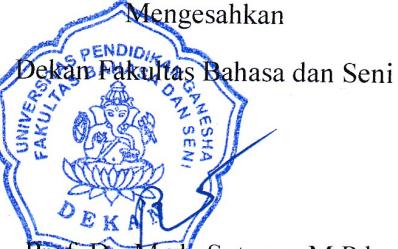
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PERNYATAAN

Dengan ini saya menyatakan bahwa karya tulis yang berjudul “Types of Letters Used in Sales and Marketing Department of The Royal Beach Seminyak Bali and the Language Functions and Expressions Used in the Letters“beserta seluruh isinya adalah benar-benar karya sendiri, dan saya tidak melakukan penjiplakan dan mengutip dengan cara-cara tidak sesuai dengan etika yang berlaku dalam masyarakat keilmuan. Atas pernyataan ini, saya siap menanggung resiko/sanksi yang dijatuhkan kepada saya apabila ditemukan adanya pelanggaran atas etika keilmuan dalam karya saya ini, atau ada klaim terhadap keaslian karya saya.



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Singaraja, 20 Juli 2020

Luh Putu Ita Purnama Cintya Dewi

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BY

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ABSTRACT

The purpose of this study was to determine types of letters used in sales and marketing department of The Royal Beach Seminyak Bali and the language functions and expressions used in the letter. The data in this Final Project were collected by the author through the method of observation and literature study. In this study a lot of language functions and expressions used in correspondences of sales and marketing department. The language functions used in correspondence were six, namely: 1. Greeting, 2. Confirming 3. Thanking, 4 Detail information, 5. Inviting and 6. Closing. The procedures were done by 100% of respondents. They were always used by the respondents in correspondence because they follow the common email/letter structure used by the hotel.

Keywords: language function, language expression, and correspondences

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