

**LANGUAGE FUNCTIONS AND LANGUAGE
EXPRESSIONS USED BY HOTEL'S GUEST SERVICE
AGENT**

TUGAS AKHIR

Diajukan kepada
Universitas Pendidikan Ganesha
untuk memenuhi salah satu persyaratan
dalam Menyelesaikan Program Studi Diploma III Bahasa Inggris
Jurusan Bahasa Asing



**PROGRAM STUDI DIPLOMA III BAHASA INGGRIS
JURUSAN BAHASA ASING
FAKULTAS BAHASA DAN SENI
UNIVERSITAS PENDIDIKAN GANESHA
SINGARAJA
2021**

TUGAS AKHIR

DIAJUKAN UNTUK MELENGKAPI TUGAS
DAN MEMENUHI SYARAT - SYARAT
UNTUK MENCAPIAI GELAR AHLI MADYA



Tugas akhir oleh Ni Nyoman Ani Pramesti ini
telah dipertahankan di depan dewan penguji
pada tanggal 12 Juli 2021

Dewan Penguji,

Dr. Dewa Putu Ramendra, S.Pd., M.Pd.
NIP.197609022000031001

(Ketua)

Putu Ayu Prabawati Sudana, S.Pd., M.Hum.
NIP.198401252008122003

(Anggota)

Dr. Putu Suarcaya, S.Pd., M.Sc.
NIP. 197310032000121001

(Anggota)

Dr. Ni Luh Putu Sri Adnyani, S.Pd., M.Hum.
NIP. 197803112003122001

(Anggota)

Diterima oleh Panitia Ujian Fakultas Bahasa dan Seni
Universitas Pendidikan Ganesha
guna memenuhi syarat-syarat untuk mencapai gelar Ahli Madya

Pada

Hari : Kamis

Tanggal : 22 Juli 2021



PERNYATAAN

Dengan ini saya menyatakan bahwa karya tulis yang berjudul "*Language Function and Language Expression Used by Hotel's Guest Service Agent*" 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 kemudian ditemukan adanya pelanggaran atas etika keilmuan dalam karya saya ini, atau ada klaim terhadap keaslian karya saya.

Singaraja, 12 Juli 2021

Yang membuat pernyataan

Ni Nyoman Ani Pramesti



ACKNOWLEDGEMENTS

First of all, I would like to express my gratitude to the Almighty God, Ida Sang Hyang Widhi Wasa, for his blessing so that the writer can complete this final project.

The writer also would like to personally thank those who sincerely supported her that she could finish her final project report. They are:

1. Dr. Putu Suarcaya, S.Pd., M.Sc. and Dr. Ni Luh Putu Sri Adnyani, S.Pd., M.Hum as the supervisors. Thank you for your supervision, correction, and your valuable suggestions.
2. All of the lecturers who shared their experience and knowledge during three years.
3. The writer's parents and family. Thank you for the mental support. Thank you also for the support of financial.
4. All team of Front Office Department at Sofitel Bali Nusa Dua Beach Resort. Thank you for the valuable experience and knowledge.
5. The writer's friends, classmates, and all the people cannot be mentioned one by one.

Finally, the writer appreciates any criticism and suggestion about this final project because researchers realize that this final report is far from perfect. Hopefully, this final project report will be beneficial for anyone interested in doing research in the same field.

Singaraja, 12th July 2021

The Writer

TABLE OF CONTENTS

| | |
|--|-----|
| ACKNOWLEDGEMENTS | i |
| ABSTRACT | ii |
| TABLE OF CONTENTS | iii |
| LIST OF TABLES | v |
| LIST OF APPENDICES | vi |
| | |
| CHAPTER I INTRODUCTION | 1 |
| 1.1 Background of Study | 1 |
| 1.2 Statement of the Problem | 2 |
| 1.3 Purpose of Study..... | 2 |
| 1.4 The Significant of The Study | 3 |
| 1.5 Scope of The Study..... | 3 |
| | |
| CHAPTER II REVIEW OF RELATED LITERATURE | 4 |
| 2.1 Definition of Language Functions | 4 |
| 2.2 Definition of Language Expression | 6 |
| 2.3 Definition of Front Office | 7 |
| 2.4 Definition of Guest Service Agent | 7 |
| 2.5 Definition of External Call | 8 |
| 2.5 Definition of Internal Call | 9 |
| | |
| CHAPTER III RESEARCH METHOD | 10 |
| 3.1 Research Design | 10 |
| 3.2 Subject of the Study | 10 |
| 3.3 Research Instruments | 10 |
| 3.4 Data Collection Procedure | 11 |
| 3.5 Data Analysis | 11 |
| | |
| CHAPTER IV FINDINGS AND DISCUSSION | 13 |
| 4.1 FINDINGS | 13 |
| 4.2 DISCUSSION..... | 17 |

| | |
|--|----|
| CHAPTER V CONCLUSION AND SUGGESTION..... | 25 |
| 5.1 CONCLUSION | 25 |
| 5.2 SUGGESTION | 26 |
| REFERENCES | 27 |
| APPENDICES | 29 |



LIST OF TABLES

| | |
|--|----|
| Table 3.4 1 Table of collecting the data from the guest service agent..... | 11 |
| Table 4.1. 1 Language Function and Language Expression used by GSA (Guest ... Service Agent) when handling external call at Sofitel Bali Nusa Dua Beach Resort | 13 |
| Table 4.1. 2 Language Function and Language Expression used by GSA (Guest Service Agent) when handling internal call at Sofitel Bali Nusa Dua Beach Resort | 15 |



LIST OF APPENDICES

| | |
|--|----|
| Appendix 1. Questionnaire of the Language Function and Language Expression used by Guest Service Agent when handling external call | 30 |
| Appendix 2. Questionnaire of the Language Function and Expression used by Guest Service Agent when handling internal call | 32 |

