

**DEVELOPING GUIDELINE FOR TEACHING AND LEARNING
ENGLISH USING ZOOM MEETING AT SENIOR HIGH SCHOOL**

A THESIS

Submitted to the English Language Teaching Department of *Tarbiyah* and
Teacher Training Faculty of IAIN *Syekh Nurjati* Cirebon in Partial Fulfillment of
the Requirements of Islamic Scholar Degree in English Language Department



SHILVY INAYATILLAH

Reg. Number 1808103066

**ENGLISH LANGUAGE TEACHING (ELT) DEPARTMENT
TARBIYAH AND TEACHER TRAINING FACULTY
SYEKH NURJATI STATE ISLAMIC INSTITUTE CIREBON**

2022

**DEVELOPING GUIDELINE FOR TEACHING AND LEARNING
ENGLISH USING ZOOM MEETING AT SENIOR HIGH SCHOOL**

A THESIS

Submitted to English Language Teaching (ELT) Department of *Tarbiyah* and
Teacher Training

Faculty of *Syekh Nurjati* State Islamic Institute Cirebon in Partial Fulfillment of
the Requirement of Undergraduate Degree



SHILVY INAYATILLAH

Reg. Number 1808103066

ENGLISH LANGUAGE TEACHING (ELT) DEPARTMENT

TARBIYAH AND TEACHER TRAINING FACULTY

SYEKH NURJATI STATE ISLAMIC INSTITUTE

CIREBON

2022

ABSTRACT

Zoom Meeting is a video conferencing-based software that can control meetings remotely, especially during the learning process. Many students are passive during learning process. Therefore, a guide is needed to be able to manage online learning in order to create interactive and collaborative learning. The aims of the study to find out the principles of the basic guideline for teaching and learning and to find out the guideline characterised for teaching and learning using Zoom meeting in senior high school. This study used Research and development (R&D) to develop the product. The method use in this research is Critical Literature Review and document analysis. The data were analysed, interpreted, and represented in descriptive narrative. As the results the principles of guideline for teaching and learning English using zoom meeting in high school field and the prototype of guidelines interactive are made simply and user friendly.

Keyword: *Zoom meeting, guideline, R&D, teaching and learning English*



APPROVAL

**DEVELOPING GUIDELINE FOR TEACHING AND LEARNING
ENGLISH USING ZOOM MEETING AT SENIOR HIGH SCHOOL**

By

SHILVY INAYATILLAH

Reg. Number 1808103066

Submitted to the English Language Teaching Department of *Tarbiyah* and
Teacher Training Faculty, IAIN *Syekh Nurjati* Cirebon in Partial Fulfillment of
the Requirement of an Undergraduate Degree in English Education

Approved by

The First Supervisor,

The Second Supervisor,

Dr. Tedi Rohadi, M.Pd., S.E., Dipl., TEFL

Wahid Nashruddin, Ph.D

NIP. 19680309 200801 1 017

NIP. 19810308 201101 1 003

OFFICIAL NOTE

The Head of English Language Teaching Department
Tarbiyah and Teacher Training Faculty of
IAIN *Syekh Nurjati* Cirebon
In Cirebon

Assalamu'alaikum Warahmatullahi Wabarakatuh

After guiding, analyzing, briefing, and correcting the writing of Shilvy Inayatillah with registered number 1808103066 entitled, **DEVELOPING GUIDELINE FOR TEACHING AND LEARNING ENGLISH USING ZOOM MEETING**, we are of the opinion that her thesis can be offered to be presented to the English Language Teaching Department *Tarbiyah* and Teacher Training Faculty, IAIN *Syekh Nurjati* Cirebon as a requirement of the completion of an undergraduate degree in English Education.

Wassalamualaikum warahmatullahi wabarakatuh

Cirebon, June 2022

The First Supervisor,

The Second Supervisor,


Dr. Tedi Rohadi, M.Pd., S.E., Dipl., TEFL


Wakhid Nashruddin, Ph.D

NIP. 19680309 200801 1 017

NIP. 19810308 201101 1 003

LETTER OF AUTHENTICITY

Bismillahirrahmanirrahim

I acknowledge that this thesis entitled **DEVELOPING GUIDELINE FOR TEACHING AND LEARNING ENGLISH USING ZOOM MEETING AT SENIOR HIGH SCHOOL** is really my own writing with quotations from various sources by using acceptable scientific method of writing.

Honestly, I have written this letter of authenticity according to the truth. I will be sincerely responsible for any risks that will happen in the future if it is proven to offend the ethics of scientific writing

Cirebon, June 2022


METERAI
TEMPEL
No. JX850833624

Shily Inayatillah

Reg.Number. 1808103066

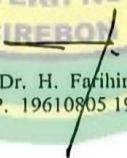


RATIFICATION

The thesis entitled "DEVELOPING GUIDELINE FOR TEACHING AND LEARNING ENGLISH USING ZOOM MEETING AT SENIOR HIGH SCHOOL" written by Shilvy Inayatillah, with the registered number 1808103066, has been examined on June 22nd, 2022. It has been accepted by the examiners as one of requirements for Undergraduate Degree in English Language Teaching Department at *Tarbiyah* and Teacher Training Faculty, *Syekh Nurjati State Islamic Institute Cirebon*.

	Date	Signature
The Head of English Language Teaching Department Dr. H. Tedi Rohadi, M.Pd., SE., Dipl., TEFL. NIP. 19680309 200801 1 017	29-06-22	
The Secretary of English Language Teaching Department Farouk Imam Arrasyid, M.Pd.I., M.Pd. NIP. 19830420 200901 1 009	24-06-22	
Examiner I Farouk Imam Arrasyid, M.Pd.I., M.Pd. NIP. 19830420 200901 1 009	24-06-22	
Examiner II Dra. Hj. Amroh Umaemah, M.Pd. NIP. 19661214 199303 2 003	24-06-22	
Supervisor I Dr. H. Tedi Rohadi, M.Pd., SE., Dipl., TEFL. NIP. 19680309 200801 1 017	29-06-22	
Supervisor II Wakhid Nashruddin, Ph.D. NIP. 19810308 201101 1 003	27-06-22	

Acknowledged by
The Dean of *Tarbiyah* and Teacher Training Faculty,
Syekh Nurjati State Islamic Institute Cirebon


Dr. H. Fahihin, M.Pd.
NIP. 19610805 199003 1 004

DEDICATION

This thesis is proudly dedicated to

Myself

My beloved parents Mr. Komar and Mrs. Sri Astuti

My brother Brian, my sisters Shilva, and my little brother Humam and Ramzy

Thank you so much for your unending love, prayers, support, and advice.



AUTOBIOGRAPHY

I. Personal Details

Writer's name : Shilvy Inayatillah
Date of Birth : Bekasi, 04 Januari 2000
Sex : Female
E-mail Address : shilvy93@gmail.com
Father & Mother : Komar & Sri Astuti
Address : Kp. Bulak Indah Rt/Rw 005/006,
Desa Karang Asih, Kecamatan
Cikarang Utara, Kabupaten Bekasi,
17534

II. Educational Background

1. 2004- 2006 : PAUD Merpati XVIII, Bekasi
2. 2006- 2012 : SDN Karang Asih 13, Bekasi
3. 2012-2015 : SMP Negeri 5 Cikarang Utara, Bekasi
4. 2015-2018 : MAN 1 Bekasi
5. 2018-2022 : English Language Teaching
Department IAIN Syekh Nurjati
Cirebon

MOTO

"Usaha dan keberanian tidak cukup tanpa adanya tujuan dan arah perencanaan"

John F. Kennedy



ACKNOWLEDGEMENT

In the Name of Allah, the Most Gracious, the Most Merciful

All glory be to Allah, the Creator of the World, who never fails to provide upon me blessings, courage, and assistance in completing the thesis titled **“Developing Guideline for Teaching and Learning English Using Zoom Meeting at Senior High School”**. Invocation and salutation always given to the prophet Muhammad SAW, his family and followers until the end of the world.

I am incredibly appreciative, and I want to express it to my thesis supervisors in the most sincere way possible Dr. Tedi Rohadi, M.Pd., S.E., Dipl., TEFL and Wakhid Nashruddin, Ph.D. Thank you for helping me with this research by directing me and providing feedback, suggestions, and support.

Aside from the whole challenges in working my thesis, I am also thankful to my English language lecturers and staff in the English Language Department for giving me valuable experience and knowledge. Also receiving grateful acknowledgement are my friends (Suwing members, Said, Pw, Nuri, and Alfi) that always give the support, happiness, loves, cares, and advices. In addition, for all my friends from TBI-D, thank you for all the valuable experience.

I'd like to express my sincere gratitude to my dear family, who have always supported me during difficult times. Without their support, this thesis might not be complete.

PREFACE

In the name of Allah SWT, the most Gracious and Merciful all praises and thanks belong to Allah, the Lord of the universe can be finished on time. May invocation to the prophet Muhammad SAW (peace is upon time), his family, and followers up to end of the world. The research is entitled "**DEVELOPING GUIDELINE FOR TEACHING AND LEARNING ENGLISH USING ZOOM MEETING AT SENIOR HIGH SCHOOL**", which is submitted to the English Language Teaching Department Tarbiyah and Teacher Training Faculty Syekh Nurjati State Islamic Institute Cirebon as a partial fulfillment of the requirement of Undergraduate Degree.

The researcher is aware that this thesis is far from perfect, so all mistakes and errors in this thesis will be her responsibility and every suggestion or idea of any kind to make it perfect will be gladly welcome. The researcher hopes this thesis could give some contributions to the English Language Teaching Department and all readers in general.

Cirebon, June 2022

The Researcher

TABLE OF CONTENT

ABSTRACT	i
APPROVAL	ii
OFFICIAL NOTE	iii
LETTER OF AUTHENTICITY	iv
RATIFICATION	v
DEDICATION	vi
AUTOBIOGRAPHY	vii
MOTO	viii
ACKNOWLEDGEMENT	ix
PREFACE	x
TABLE OF CONTENT	xi
LIST OF TABLES	xv
LIST OF FIGURES	xvi
LIST OF APPENDIXES	xvii
CHAPTER I INTRODUCTION	1
1.1 Background of the Study	1
1.2 Identification of Issue/Phenomena	6
1.3 Delimitation and Focus of the Study	7
1.4 Research Question	7
1.5 Aims of The Research	7
1.6 Significant of the Research	8
1.7 Theoretical Foundation	8
1.7.1 Guidelines	8
1.7.2 Teaching and Learning	11
1.7.2.1 Teaching	11

1.7.2.2 Learning	15
1.7.3 Zoom Merting as a Tool Video conferencing.....	18
1.7.4 Senior High School.....	20
1.8 Previous Studies	21
1.9 Frame of Thought.....	23
1.10 Research Method.....	25
1.10.1 Research Design	25
1.10.2 Sources and Types of Data	27
1.10.3 Techniques of Data Collection and Instruments.....	28
1.10.4 Data Analysis Techniques.....	29
1.10.5 Research Timeline	32
CHAPTER II THE PRINCIPLES OF THE BASIC GUIDELINE FOR TEACHING AND LEARNING.....	33
2.1 Guideline	33
2.1.1 What is Guideline?.....	33
2.1.2 The Characteristics of Guideline	35
2.1.3 Principles of Guideline for Teaching and Learning.....	38
2.1.4 Component of Guideline.....	41
2.2 Teaching and Learning.....	43
2.2.1 Teaching.....	43
2.2.1.1 What is Teaching?.....	43
2.2.1.2 The Characteristics of Teaching.....	45
2.2.1.3 Concept of Teaching	48
2.2.1.4 The Components of Teaching	49
2.2.1.5 The Teaching Activity.....	52
2.2.1.6 The Teaching Method	53
2.2.1.7 The Type of Teaching Method.....	54
2.2.1.8 The Teaching Strategies.....	55
2.2.1.9 Assessment in Teaching.....	56
2.2.2 Learning.....	57
2.2.2.1 What is Learning?	57
2.2.2.2 The Characteristics of Learning	59

2.2.2.3 The Concept of Learning	60
2.2.2.4 The Type of Learning.....	61
2.2.2.5 The Learning Strategies	62
2.3 English.....	63
2.3.1 What is English?	63
2.3.2 The Teaching English	65
2.3.3 The Basic Language English Skills	66
2.3.3.1 Reading	67
2.3.3.2 The Reading Type	68
2.3.3.3 Reading Strategy	68
2.3.3.4 Reading Components	70
2.3.3.5 Writing	71
2.3.3.6 The Writing Type.....	72
2.3.3.7 The Components of Writing.....	72
2.3.3.8 Writing Strategy	74
2.3.3.9 Listening.....	75
2.3.3.10 The Type of Listening.....	76
2.3.3.11 Listening Strategy	77
2.3.3.12 Speaking.....	78
2.3.3.13 The Type of Speaking	79
2.3.3.14 The Components of Speaking	80
2.4 Online learning	81
2.4.1 What is Online Learning.....	81
2.4.2 Characteristic of online learning.....	83
2.4.3 Concept of online learning.....	84
2.4.4 The Advantages of Online Learning.....	85
2.4.5 The Challenges of Online Learning.....	86
2.5 Zoom Meeting	87
2.5.1 What is Zoom?.....	87
2.5.2 Features of Zoom	89
2.5.3 The Advantages of Zoom	90
2.6 Senior High School	91

2.6.1 What is Senior High School.....	91
2.6.2 The Characteristics of Senior High School.....	92
2.7 The Principle of guideline for teaching and learning English using zoom at senior high.	93
CHAPTER III THE GUIDELINE CHARACTERISED FOR TEACHING AND LEARNING USING ZOOM MEETING IN SENIOR HIGH SCHOOL	99
3.1 Product Design	99
3.2 Product Description	101
3.3 Discussion	104
3.3.1 The Strength of Product.....	104
3.3.2 The Disadvantages of the product	105
CHAPTER IV CONCLUSION AND SUGGESTION	106
4.1 Conclusion.....	106
4.2 Suggestions.....	107
4.2.1 For Teachers.....	107
4.2.2 For Researchers.....	107
REFERENCES	108
APPENDIXES	122



LIST OF TABLES

Table 1.1 Resources and Web Address.....	28
Table 1.2 Specifications of Resource	28
Table 1.3 Inclusion and Exclusion	29
Table 1.4 Research Timeline	32



LIST OF FIGURES

Figure 1.1 Frame of Thought	24
Figure 1.2 Research stages	31
Figure 3.1 Cover	100
Figure 3.2 Table of Contents	101



LIST OF APPENDIXES

Appendix 1 Indicators /Table Theory	124
Appendix 2 Progress Report	185
Appendix 3 Specification of The Product.....	191
Appendix 4 Surat Keterangan Bimbingan Skripsi	195
Appendix 5 Surat Pengantar Penelitian.....	196
Appendix 6 Kartu Bimbingan Skripsi.....	197
Appendix 7 Product of Guideline for Teaching and Learning English	198

