Service Letter Writing Training for Piyungan District Administration Staff Bantul Regency Yogyakarta by Hartono, Suroso, Teguh Setiawan, Prihadi, Anwar Efendi, dan Ary Kristiyani

ABSTRACT

The purpose of this PPM activity includes three things. First, participants can identify errors contained in official letters. Second, participants can correct the wrong service letter. Third, participants can make good and correct service letters. This goal is based on the consideration that each participant who is also an administrative person who is directly related to the making of official letters must have the ability to make good and true official and ethical service letters. The most suitable form of activity to achieve this goal was training in official letter writing for the administrative staff of Plyungan District, Bantul Regency. Training activities are carried out systematically, from theoretical to practical activities, namely using the lecture method, question and answer, practice, and brainstorming. The training participants were village secretaries and general heads plus representatives of various administrative with units in the Plyungan Bantul Subdistrict of Yogyakaria.

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