

# DEVELOPING INSTRUMENT ASSESSMENT OF VOCATIONAL HIGH SCHOOL (VHSs) STUDENT COMMUNICATION SKILLS

by Suranto

## ABSTRACT

This research aims to develop a decent assessment instruments to assess students' communication skills in Vocational High School (VHSs).

The development of this research includes two main stages, namely the pre-development stage and development stage. This research data collection techniques using the technique of focus group discussions, questionnaires, interviews, observation and documents study. Analysis of the data to reveal the quality of the instruments from the aspect of legibility, practicality, and effectiveness of using descriptive analysis techniques, from the aspect of validity using content validity technique with Aiken formula  $V$ , and reliability using Cronbach Alpha criteria with SPSS for Windows.

Conclusion of this study as follows. (1) Components of communication skills include: (a) the handling of the phone, (b) the presentation, (c) interview, (d) lobbying and negotiating, (e) managing meetings, (f) addressing a letter, and (g) seek information through Internet. (2) The trial results showed all the instruments developed to qualify the validity and reliability, validity coefficient Aiken  $V > 0.75$  and the reliability coefficient  $\alpha = 0.848 > 0.7$  so that can be used by teachers to assess Office Administration students' communication skills in VHSs. (3) The results of the test instrument legibility mean score is 3.91, practicality mean score is 4.06, and the effectiveness of the mean score is of 3.90 out of a maximum score of 5 indicates communication skills assessment instrument in either category or feasible to use.

Kata Kunci: *development, assessment instruments, communication skills.*