

## **Service Letter Writing Training for Berbah District Administration Staff Sleman Regency Yogyakarta**

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### **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 Sleman District, Sleman 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 work units in the Berbah Sleman Subdistrict of Yogyakarta. PPM activities are held on Monday and Tuesday, 24 and 25 June 2019. PPM has been well implemented. Participants who can actively participate in activities from beginning to end are twenty people. Participants came from representatives of each village added from various work units at the Berbah Sub-district Office, Sleman, Yogyakarta Special Region. Participants receive theoretical and practical material related to writing official letters. From the implementation of the training activities it can be concluded that all participants can understand various rules in writing official letters. They become aware and skilled in using the correct Indonesian language in writing official letters, especially in the use of the correct spelling, writing system, and also the writing and selection of correct words in writing official letters. In addition, the participants also became more aware that in terms of official letter writing rules, sometimes there was little difference between one ministry to another but the essence remained the same, depending on the style of each department.

*Kata Kunci: official letter, administrative staff, Berbah sub-district*