

# CREATING MEDIA TO TEACH SPEAKING BY USING MICROSOFT POWER POINT

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## ABSTRAK

Perangkat lunak komputer merupakan salah satu pilihan yang dapat digunakan dalam membuat suatu media pengajaran. Guru dapat menuangkan dan mengaplikasikan ide-ide baru dalam membuat media yang akan meningkatkan motivasi dan ketertarikan siswa dalam pelajaran bahasa Inggris khususnya dalam berbicara. Artikel ini bertujuan untuk membantu guru dalam pembuatan media dengan menggunakan “Microsoft PowerPoint” sebagai media pembelajaran, yang berguna untuk melatih siswa secara audio dan visual. Microsoft PowerPoint adalah sebuah perangkat lunak berbasis Windows, yang merupakan sebuah perangkat lunak yang bisa digunakan untuk menciptakan media yang menarik berbentuk multimedia, dan dapat diaplikasikan dalam pengajaran berbicara. Dengan menggunakan Microsoft PowerPoint, guru dapat membentuk media yang terdiri dari slide gambar, video, atau bahkan audio menjadi sebuah media yang sangat menarik, yang dapat mendukung pengajaran berbicara. Dalam makalah ini, terdapat proses dan contoh dari pembuatan media pembelajaran menggunakan Microsoft PowerPoint yang dapat diaplikasikan dalam pengajaran berbicara bahasa Inggris.

Kata kunci: Perangkat lunak, media pembelajaran, Microsoft PowerPoint, journal Online, speaking

### A. Introduction

A teacher is one of the components in teaching learning process in the classroom. Without the teacher, the process cannot run well. Besides that, the teacher has an important role in teaching learning process. In delivering the lesson, the teacher has some problems. The teacher might not find the interesting material for students. The teacher just uses the textbook to teach the students so that the students feel boring in studying. The teacher only uses whiteboard, marker, and paper. But, infact the media is not only the things have been stated before.

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Some researchers have proposed definitions of media. Collins et.al (1997) defines media a way of presenting material, which involves three or more of the following media within a computer environment. Media can be printed media, graphic media, photographic media, audio media, video, computer or ICT, and simulation or games. So, one of the useful media in teaching is computer or ICT. The teachers can use ICT (information and communication technology) application to help them in delivering the lesson to the students to make students more motivated in learning. It is in line with Padurean and Margan (2009) who say that the application of ICT gives more opportunities for communication between peer learners: they can exchange information in real time, they can participate in discussions, work in teams on different projects, search for information, etc. Besides that, this application can also be used to develop students' language skills. One of ICT application that can be used is Microsoft PowerPoint. The teacher can create media with a series of slides. It is easy to import documents from other types of software such as Microsoft Word, using available templates or starting from a blank page, and the teacher also can import audio, video, graphics and text into PowerPoint to make interesting and dynamic media. Finkelstein and Samsonov (2008) define that Microsoft Office PowerPoint is a versatile and easy to use too that can support learning in its many phases. As a teacher, you can add PowerPoint to your arsenal of educational technologies and enhance the classroom experience in many ways. The teacher can use PowerPoint to show media related to the lesson.

However, many teachers have less competence to develop teaching media by using Microsoft PowerPoint. It can be caused by they have lack of knowledge in creating and utilizing Microsoft PowerPoint and they do not know the essential steps that are supposed to be done to make Microsoft PowerPoint as useful media for teaching. In this paper, it will be explained how to create interesting media by using Microsoft PowerPoint to teach English.

## **B. Discussion**

Microsoft PowerPoint can be used as media in classroom. Microsoft PowerPoint provides a lot of components to help teacher in creating an interesting media. Each components has its own function. The components are:

1. Office Button
2. Quick Access Toolbar
3. Ribbon
4. Slide/Out Line Pane
5. Status Bar
6. Notes Pane
7. Slide Area
8. Task Pane

After the writer give introduction about Microsoft PowerPoint above, the writer will give tutorial about how to create media from Microsoft PowerPoint to teach speaking in asking and giving direction in classroom. In this case, the writer will take example from direction text. The title of direction text is “Public Places”.

1. Prepare materials  
The teacher must have the materials to be displayed. At this time, the teacher needs few pictures that will be use to the slides.
  
2. Insert materials into Microsoft PowerPoint  
The teacher must incorporate the material into Microsoft PowerPoint.
  
3. Create Main Menu of media  
Main Menu is starting point or the primary list of options available to the user. Main Menu will make the teachers more easily to explain use of the media, and the students will be able to understand the media.
  
4. Drawing blind map  
Blind map is a map without names that will help the students to train in speaking, especially in direction material.
  
5. Enable the media  
Enable the media is the process to activate and connecting each material by using hyperlink in Microsoft PowerPoint.
  
6. How to use media to teach asking and giving direction in speaking skill  
After the teacher creates the media by using Microsoft PowerPoint, the teacher should understand how to use the media. In this case, the teacher only needs two students to participate.

### **C. Conclusion and Suggestion**

Teachers need to find and make an appropriate media in teaching English to motivate student in the classroom. Microsoft PowerPoint as interesting media can encourage students’ desire to learn, not be bored in learning and have more knowledge and competence on the language they are learning. Besides, the

classroom would be more exciting and fun. In utilizing Microsoft PowerPoint, there are some steps that should be done. First, know the components of Microsoft Power Point. Second, prepare the materials. Third, insert the materials into Microsoft PowerPoint. Fourth, create main menu of media. Fifth, draw blind map. The last step, enable the media.

It is suggested that English teacher to master Microsoft PowerPoint and use interesting media in teaching speaking in order to better result. One of them is by utilizing Microsoft PowerPoint that is suitable to student in classroom. The last suggestion is the teacher should consider choosing the topic in teaching English that is interesting and familiar with students.

**Note:** This article is written based on the writer's paper with guidance from Yuli Tiarina, M.pd.

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