



## Evaluation of the Implementation of Spelling and Administrative Writing Standards in Official Statements of Amplas Village, Percut Sei Tuan District

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### ABSTRACT

This study aims to: 1) assess the accuracy of the application of the Indonesian Spelling Standards (EYD) Edition V on official letters issued by the village government; 2) evaluate the completeness of the administrative elements in official letters issued by the village government. The study was conducted at the Amplas Village Office, Percut Sei Tuan District, Deli Serdang Regency, North Sumatra Province, Indonesia, from September to October 2025. The study population was the entire archive of village official letters. A sample of 20 official letters was determined purposively based on the type and completeness of the documents. The research instruments were a linguistic assessment sheet covering the use of capital letters, punctuation, and standard word choice, as well as an administrative evaluation sheet covering the completeness of official letter components. Data analysis was conducted using a qualitative descriptive method with an evaluative approach, accompanied by the assignment of appropriateness scores and percentage calculations for each assessment aspect. The results showed that: 1) the administrative aspects of official letters were in the very good category with a percentage score ranging from 83–92 percent; 2) the completeness and accuracy of the administrative structure had been consistently met. The linguistic aspect shows persistent inaccuracies in the use of capital letters, punctuation, and standard words, with scores ranging from 8 to 17. Overall, the quality of the Amplas Village certificate is in the good category, with the main weakness being the consistency of the application of linguistic rules.

*Keywords: implementation of spelling, administrative writing standards, official statements*

## Evaluasi Penerapan Standar Ejaan dan Penulisan Administratif dalam Surat Keterangan Resmi Desa Amplas, Kecamatan Percut Sei Tuan

### ABSTRAK

Penelitian ini bertujuan untuk: 1) menilai ketepatan penerapan kaedah Ejaan Bahasa Indonesia (EYD) Edisi V pada surat keterangan yang diterbitkan oleh pemerintah desa; 2) mengevaluasi kelengkapan unsur administratif pada surat keterangan yang diterbitkan oleh pemerintah desa. Penelitian dilaksanakan di Kantor Desa Amplas, Kecamatan Percut Sei Tuan, Kabupaten Deli Serdang, Provinsi Sumatera Utara, Indonesia pada bulan September–Oktober 2025. Populasi penelitian adalah seluruh arsip surat keterangan desa. Sampel ditetapkan sebanyak 20 surat keterangan yang dipilih secara purposif berdasarkan jenis dan kelengkapan dokumen. Instrumen penelitian berupa lembar penilaian kebahasaan yang meliputi penggunaan huruf kapital, tanda baca, dan pemilihan kata baku, serta lembar evaluasi administratif yang mencakup kelengkapan komponen surat resmi. Analisis data dilakukan menggunakan metode deskriptif kualitatif dengan pendekatan evaluatif, disertai pemberian skor kesesuaian dan perhitungan persentase untuk setiap aspek penilaian. Hasil penelitian menunjukkan bahwa: 1) aspek administratif surat keterangan berada pada kategori sangat baik dengan persentase nilai berkisar antara 83–92 persen; 2) kelengkapan dan ketepatan struktur administrasi telah terpenuhi secara konsisten. Aspek kebahasaan menunjukkan masih adanya ketidakpatenan dalam penggunaan huruf kapital, tanda baca, dan kata baku, dengan skor berada pada rentang 8–17. Secara keseluruhan, kualitas surat keterangan Desa Amplas berada pada kategori baik, dengan kelemahan utama terletak pada konsistensi penerapan kaidah kebahasaan.

*Keywords: penerapan standar ejaan, penulisan administratif, surat keterangan resmi*

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## INTRODUCTION

A certificate is the most frequently issued administrative document by village governments as a form of service to the public (Razak, 2000; Sudjito, 2004; Yuniar et al., 2020). This document is used for various purposes, from processing population identity documents, verifying personal data, legalizing small-scale businesses, to other social needs. Because it directly relates to administrative legitimacy, a certificate must be carefully drafted, both linguistically and structurally. Inaccuracies in spelling, punctuation, or sentence construction can lead to unclear information, impacting the validity of the published data. Furthermore, the quality of language in official documents also reflects the professionalism of village officials, particularly in the provision of accountable public services.

Several previous studies have shown that administrative documents produced by local governments still harbor various linguistic issues. Arifin (2004) found that many village correspondence letters were inconsistent in their use of capital letters, spelling, and punctuation, indicating that officials' understanding of the latest EYD rules is suboptimal. A similar situation was found by Subangun (2022) and Achmad et al. (2022) who noted repeated errors in official letters from educational institutions, including inaccurate sentence structure, irregular writing format, and varying punctuation. Rofii (2014) also revealed that official village government letters often lack consistency in numbering, identity writing, prepositional use, and closing discourse. Such errors not only affect the aesthetics of the writing but also have the potential to hinder administrative verification, especially when the documents are used for legal or further administrative processes.

Efforts to improve the quality of official letter writing are increasingly relevant to the nationally promoted village administration digitalization policy. Digitization demands uniform administrative documents in terms of format, structure, and language accuracy. Digital systems operate based on standardized writing patterns; therefore, inconsis-

istent document formatting or inaccurate language use can disrupt the input, scanning, and database management processes. Therefore, non-compliance with EYD regulations and official script guidelines not only impacts the effectiveness of administrative communication but can also diminish the performance of village information systems. This situation emphasizes the need for a comprehensive evaluation of official documents issued by Amplas Village.

To address these issues, this study formulated two main focuses:

- 1) assessing the accuracy of the application of EYD rules in official Amplas Village certificates?
- 2) evaluating the completeness of the administrative elements contained therein?

The purpose of this study is to describe the level of accuracy of language use according to EYD standards and to examine the administrative structure used in the preparation of village certificates. Through this analysis, the study is expected to map frequently occurring error patterns and propose recommendations for improvement that can form the basis for developing better writing standards.

Theoretically, this study contributes to the field of applied linguistics, particularly the study of administrative language and official document guidelines. This research also strengthens the literature on the practice of using standard language in village-level government documents, which has been relatively rarely studied. Practically, the Amplas Village Government can utilize the research results as a guideline for improving the quality of official letter writing, strengthening the professionalism of administrative implementation, and supporting the implementation of village document digitization through the design of more standard and consistent letter formats.

The accuracy of language in administrative documents depends heavily on the application of appropriate spelling rules. Moeliono (2017) states that PUEBI (Indonesian Standards for Writing and Writing) is the primary reference for writing let-



ters, words, and punctuation to avoid ambiguity. From an applied linguistic perspective, linguistic errors are understood as violations of rules, whether at the morphological, syntactic, or technical levels. Kridalaksana (2018) emphasizes that such errors not only reduce the effectiveness of conveying meaning but can also undermine the credibility of the issuing institution. Furthermore, the preparation of official documents must adhere to official script regulations, which regulate formal elements, from numbering, the identification of officials and related parties, the presentation of content, to the closing section (Departemen Home Affairs, 2020). From an institutional discourse perspective, administrative discourse patterns require systematic and formal arrangement so that the resulting document can be accepted as official. Jolaoso & David (2023) emphasize the importance of consistent discourse patterns because each element of the letter serves both informative and legal functions necessary for government organizational communication.

## METHOD

This research employs a qualitative descriptive method with an evaluative approach. This approach was used to describe the actual condition of official certificates issued by Amplas Village and to assess their compliance with the Enhanced Spelling Standards (EYD) Edition V and applicable administrative writing rules. The evaluative nature of this method allows the researcher to systematically assess the language quality and structure of official documents based on official guidelines.

The research was conducted at the Amplas Village Office, Percut Sei Tuan District, Deli Serdang Regency. Data collection took place from September to October 2025, concurrently with a search of archived official certificates. The research data consisted of 20 official certificates, including domicile certificates, business certificates, certificates of poverty, heirs, and similar types of letters used in public administration services.

Data collection techniques were conducted through documentation and document observation. The research procedures included: (1) obtaining and inventorying letter archives from village officials; (2) grouping letters by type; and (3) reviewing linguistic and administrative elements using prepared assessment instruments. The instruments used were a linguistic checklist, which included assessment indicators such as capitalization, punctuation, standard words, and sentence effectiveness, as well as an administrative evaluation sheet, which included letterhead, letter number, subject line, content structure, signature, stamp, and document layout.

Data analysis was conducted in five stages. The first stage was grouping documents by letter type. In the second stage, researchers established evaluation criteria based on indicators in linguistic and administrative aspects. In the third stage, compliance scores were assigned using a scale of 1–4 (1 = not compliant, 4 = very compliant). In the fourth stage, the percentage of compliance was calculated to determine the level of compliance for each aspect. In the fifth stage, researchers interpreted the analysis results through narrative descriptions, including examples of errors found, and compared them with the EYD Edition V and the Guidelines for Official Documents for Government Agencies. The results of the analysis were then used to develop recommendations for improving the quality of written information letters in Amplas Village.

## RESULT

### 1. Implementation of EYD Standard

The application of EYD standards in official certificates was analyzed using three main linguistic indicators: capitalization, punctuation accuracy, and standard word choice. These three indicators are used to assess the extent to which village administrative documents have been prepared in accordance with applicable Indonesian spelling rules.

### 1.1 Use of Capitalization

The analysis shows that, in general, capitalization in certificates follows the basic EYD provisions, particularly for the names of agencies, officials, and individual identities. However, a number of irregularities were still found, particularly in the identity data section, such as the spelling of "Nik/KK" (National Identity Number) which did not comply with capitalization and spacing rules. Furthermore, incorrect capitalization was also found in general terms, such as the use of a capital letter for the term "ahli waris" (waris), which should be written in lowercase. Other inconsistencies were evident in the spelling of administrative areas, such as villages, sub-districts, and regencies, which did not fully comply with the EYD Edition V regulations. Based on the assessment results, the aspect of capitalization received a score in the range of 2–3, with a predominance of 3s, indicating that the application of the rules was quite good, but still needed to improve consistency.

### 1.2 Use of Punctuation

A review of the use of punctuation showed that most letters used punctuation according to their basic functions. However, irregularities were still found, including the use of colons when presenting detailed information, the omission of commas at the boundaries between phrases or clauses, and the placement of periods where they were not required. Furthermore, the use of the slash (/) in personal data is also inconsistent, particularly regarding the presence of spaces before and after the mark. The assessment results indicate that the punctuation aspect received scores in the 2-3 range, with 3 being the most common score. This finding indicates that the use of punctuation is relatively adequate, but the consistency of its application still needs to be improved.

### 1.3 Standard Word Selection

The analysis of word selection indicates that most of the vocabulary used in the certificates conforms to formal administrative language. However,

a number of documents still contain non-standard or inappropriate wording according to standard Indonesian, particularly in technical terms and certain administrative vocabulary. This inaccuracy has the potential to create linguistic variation between letters that should have a high level of uniformity. Based on the assessment results, the standard word selection aspect received a score in the 2-3 range, indicating that vocabulary use is generally good, but not yet optimal in terms of accuracy and consistency.

## 2. Findings on the Administrative Aspect of Documents

### 2.1 Completeness of Administrative Components

The evaluation of the administrative elements of each letter included the letter number, attachments, subject, legal basis, identity of the requesting party, description of contents, date of issuance, signature, and official stamp. In general, most documents met these basic elements. Findings indicate that although most components were included, some letters still did not clearly include the legal basis or displayed inconsistent formats. Furthermore, some identity details in a number of letters were incomplete, such as family relationship information or other supporting data. Excel score data showed that the administrative score ranged from 83 to 92 percent. Most documents were categorized as Very Good, indicating that administrative elements were the strongest element in the preparation of official letters in the village.

### 2.2 Overview of Overall Letter Quality

The overall assessment of document quality was the result of a combination of administrative and linguistic scores. The total score ranged from 30 to 33, with the total percentage between 75 and 82.5 percent. The dominant category was Good, indicating that the quality of the majority of letters met village administrative standards. The variation in scores indicates that linguistic aspects are the most influential component in reducing the total score. In other words, even though the administra-



tive structure is well-established, errors in linguistic aspects still significantly impact the overall quality of the document.

## DISCUSSION

This discussion interprets the results of research on the linguistic and administrative quality of certificates issued by Amplas Village. The discussion aims to explain the meaning of the research findings, examine the factors influencing the occurrence of errors, and place these results in the context of relevant administrative practices and linguistic studies.

From a normative linguistic perspective, the research results indicate that the application of EYD V rules in certificates is not yet consistent. Although most important elements, such as the name of the agency and the identity of the relevant party, are spelled correctly, repeated errors are found in capitalization, punctuation, and standard word choice. This condition indicates that an understanding of the rules of standard Indonesian is possessed but has not been fully and meticulously applied. This finding aligns with previous research, which stated that local-level administrative documents are generally communicative, but still contain technical linguistic errors due to a lack of final editing.

From another perspective, namely the functional perspective of administration, the linguistic errors found do not directly impact the validity or primary function of the letter. A linguistic score of 3 indicates that the language quality is in the fair category, with relatively minor errors that do not obscure the content of the information. This reinforces the view that in public service practice, language is often positioned as a practical means of conveying information, rather than as a linguistic product that fully adheres to formal standards. This pragmatic approach is also found in public administration studies, which emphasize service efficiency as a top priority.

Inconsistencies in the use of punctuation and standard vocabulary also reflect the lack of uniformly applied language standardization. From a

document management perspective, these variations indicate that the letter drafting process is not fully based on standard written guidelines. Conversely, from a work practice perspective, language variations can occur because letters are drafted by several officials with different habits and backgrounds. These results align with research confirming that language consistency in official documents is strongly influenced by internal oversight systems and the existence of clear writing guidelines.

In contrast to the linguistic aspect, the results of the study on the administrative aspect showed stronger quality. Most letters fully included the main administrative elements, as reflected in the percentage score in the "very good" category. From a village governance perspective, these findings indicate that the administrative system has been operating effectively and meets the required formal standards. This aligns with previous research, which found that village officials are generally more accustomed to and trained in fulfilling administrative structures than in the detailed application of language rules.

However, when viewed holistically, the high administrative scores do not fully offset the weaknesses in the linguistic aspect. The overall score of the official letter, which is in the good category, indicates that the document's quality is still affected by language errors, despite its strong administrative structure. This confirms that the quality of official letters should ideally be determined not only by the completeness of administrative elements but also by the accuracy of language that reflects the professionalism of the issuing institution.

This study has several strengths, particularly in terms of its analytical approach. The use of two assessment aspects: linguistic and administrative, provides a more comprehensive picture of the quality of official letters. Furthermore, the use of qualitative data combined with quantitative scores allows researchers to identify error patterns and objectively measure quality levels. The sample size of 20 official letters is also sufficient to describe letter-writing practices at the village level.

However, this study is not without limitations. The scope of the study is limited to a single village, so the results cannot be generalized to a wider area. Furthermore, the research variables do not include factors that cause errors, such as the educational background of village officials or internal procedures for letter preparation. The analytical rigor could also be improved by conducting comparisons between villages or by involving different time periods.

Based on these overall arguments, this study recommends the need for increased attention to linguistic aspects in official letter preparation. Providing internal writing guidelines and short training on the implementation of EYD V for village officials is seen as a strategic step to improve language quality without disrupting the effectiveness of administrative services.

## CONCLUSION

Based on the formulated problem, this study concludes that the certificate issued by Amplas Village essentially meets village administrative requirements. This is reflected in the strong administrative aspects, as demonstrated by the completeness of the letter's elements and the predominantly excellent score. These findings indicate that village officials have understood and implemented the structure and administrative system of official letters relatively consistently.

However, in terms of language, the quality of the certificate is not yet optimal. The analysis reveals inaccuracies in the use of capital letters, punctuation, and standard word choice in accordance with EYD V rules. Although these linguistic errors do not hinder the clarity of the letter's content or function as an official document, the inconsistency in their application has implications for the overall quality of the document.

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