

## APPENDICES

### Appendix I : Transliteration Qur'an Verse

Surah	Transliteration	
	English	Indonesia
Al Ahzab verse 70	O you who believe! Fear Allah and speak the right words,	Wahai orang-orang yang beriman! Bertakwalah kamu kepada Allah dan ucapkanlah kata-kata yang benar.

### Appendix II : Observation Sheets

Variation	Dimensions	Statement	Notes
Verbal	Sound	1. Use volume to sound clear when teaching in class	
		2. The sound volume varies	
	Speed of speech	3. Using the appropriate speed when speaking	
	Fluency of speech	4. Fluent when speaking without stammering 5. Speak fluently and easy to understand	
	Pronunciation	6. Use clear and precise pronunciation	
Non-Verbal	Eye contact	7. When teaching, use eye contact with students	
	Facial expression	8. Displays expressions that are appropriate to the situation	
	Movement	9. Give appreciation with thumbs or applause 10. Move your hands to describe the context of the conversation	

### Appendix III : Observation Results

Variation	Dimensions	Statement	Teacher A	Teacher B
Verbal	Sound	1. Use volume to sound clear when teaching in class	✓ ✓ ✓	✓ ✓ ✓
		2. The sound volume varies	✓ ✓ ✓	✓ ✓ ✓
	Speed of speech	3. Using the appropriate speed when speaking	✓ ✓ ✓	✓ ✓ ✓
	Fluency of speech	6. Fluent when speaking without stammering	✓ ✓ ✓	✓ ✓ ✓
		7. Speak fluently and easy to understand	✓ ✓ ✓	✓ ✓ ✓
	Pronunciation	6. Use clear and precise pronunciation	✓ ✓ ✓	✓ ✓ ✓
Non-Verbal	Eye contact	7. When teaching, use eye contact with students	✓ ✓ ✓	✓ ✓ ✓
	Facial expression	8. Displays expressions that are appropriate to the situation	✓ ✓ ✓	✓ ✓ ✓
	Movement	11. Give appreciation with thumbs or applause	× ✓ ✓	✓ ✓ ✓
12. Move your hands to describe the context of the conversation		✓ ✓ ✓	✓ ✓ ✓	

### Appendix IV : Interview Guideline

No	Interview Questions	Participant's Response
<b>1</b>	<b>Advantages of Verbal Communications</b>	
	1. Do you think using verbal communication when teaching in class saves time, more direct and easier ?  2. Do you think teaching in class will be more communicative and effective when using verbal communication ?  3. Do you think using verbal communication when teaching can provide instant feedback ?  4. Do you think most of the information is passed on written ?	
<b>2</b>	<b>Disadvantages of Verbal Communications</b>	
	1. Does the use verbal communication cause a shift in the meaning of the information conveyed by the teacher to students ?  2. In your opinion, does verbal not suitable for long messages when teaching ?  3. Does verbal communication create a spontaneous response from someone that is not consired carefully ?  4. Do you think verbal communication is more likely to be misunderstood than written language ?	
<b>3</b>	<b>Advantages of Non-Verbal Communications</b>	
	1. When you teach in a noisy class do you need non-verbal communication to help you handle the class ? 2. If yes, what types of non-verbal communication do you use ?	
<b>4</b>	<b>Disadvantages of Non-Verbal Communications</b>	
	1. When you use non-verbal communication such as gestures or facial expressions when teaching. Many students do not understand the meaning of your message ?	

### Appendix V : Interview Results

This interview relates to teachers perception of verbal and non-verbal communications in teaching, based on the advantages and disadvantages by Anuj Kumar (2021), and Prasanna (2022). The Researcher conducted this interview on March 16, 2023.

#### 1. Teacher A

Name : Raudah, S.Pd

No	Interview Questions	Participant's Response
<b>1</b>	<b>Advantages of Verbal Communications</b>	
	1. Do you think using verbal communication when teaching in class saves time, more direct and easier ?	Using verbal communication saves time and is easier then depending on the child, for example when saying "How are you today?" "What's today's date?" sometimes students still can't answer even though they have been packaged so students who are quick to respond.
	2. Do you think teaching in class will be more communicative and effective when using verbal Communication ?	Using verbal communication when teaching is more effective and communicative but must be accompanied by non-verbal communication. Or it can be said that the use of verbal communication and non-verbal communication must be balanced.
	3. Do you think using verbal communication when teaching can provide instant feedback ?	Verbal communication during teaching provides instant feedback.
	4. Do you think most of the information is passed on written ?	Information usually conveyed orally but can also be written so that children understand. For example, when teaching grammar it is impossible if we only explain orally without writing it down, because some children grasp material quickly and some are slow.
<b>2</b>	<b>Disadvantages of Verbal Communications</b>	
	1. Does the use verbal communication cause a shift in the meaning of the information conveyed by the teacher to students ?	Verbal communication can sometimes change meaning, for example when teaching social studies children, I experienced this when

		teacher A explained something, some students misunderstood what the teacher was talking about, usually this happened during grammar material.
	2. In your opinion, does verbal not suitable for long messages when teaching ?	If you want to use verbal communication to convey a long message, first look at the condition of the students whether they are the type of student who easily understands what the teacher is saying or not. If not, verbal communication is not suitable for conveying long messages.
	3. Does verbal communication create a spontaneous response from someone that is not considered carefully ?	When using verbal communication it must still be considered because each child has a different level of understanding.
	4. Do you think verbal communication is more likely to be misunderstood than written language ?	Verbal communication is not always misunderstood.
<b>3</b>	<b>Advantages of Non-Verbal Communications</b>	
	1. When you teach in a noisy class do you need non-verbal communication to help you handle the class ?	when teaching in a noisy class they often use verbal communication, which means they have to be reprimanded directly because if it's not like that they will still be noisy. For example by using the words "keep silent".
	2. If yes, what types of non-verbal communication do you use ?	The non-verbal examples used can knock on the table or blackboard to distract them.
<b>4</b>	<b>Disadvantages of Non-Verbal Communications</b>	
	1. When you use non-verbal communication such as gestures or facial expressions when teaching. Many students do not understand the meaning of your message ?	During teaching, rarely experiences when using gestures or facial expressions students do not understand the meaning when uses gestures or facial expressions students understand. When we communicate using non-verbal communication during the learning process we use, students cannot understand what the teacher is conveying, so the teacher must combine the use of verbal communication and Non-verbal communication. But in learning, there

		is definitely more use of verbal communication.
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## 2. Teacher B

Name : Muhammad Taufikurrahman, S.Pd

No	Interview Questions	Participant's Response
<b>1</b>	<b>Advantages of Verbal Communications</b>	
	1. Do you think using verbal communication when teaching in class saves time, more direct and easier ?	Verbal communication saves time and is easier because when we communicate in class using verbal communication, all learning objectives can be conveyed, and clearly.
	2. Do you think teaching in class will be more communicative and effective when using verbal communication ?	To show the effectiveness of learning in the classroom, of course we use verbal communication because what we plan can be conveyed. but it is also possible to use non-verbal communication.
	3. Do you think using verbal communication when teaching can provide instant feedback ?	The use of Verbal Communication provides instant feedback for students.
	4. Do you think most of the information is passed on written ?	The information is not only conveyed in written form. Information can be conveyed by being spoken.
<b>2</b>	<b>Disadvantages of Verbal Communications</b>	
	1. Does the use verbal communication cause a shift in the meaning of the information conveyed by the teacher to students ?	When we convey something it must be clear, with clear pronunciation and clear articulation. Then the message can be conveyed to students properly, so that there is no miss communication or miss understanding.

	2. In your opinion, does verbal not suitable for long messages when teaching ?	Verbal communication is not suitable for use during learning hours, you must be able to combine the use of verbal communication and non-verbal communication.
	3. Does verbal communication create a spontaneous response from someone that is not consired carefully ?	Sometimes the use of Verbal Communication can cause carelessness when responding to the other person, therefore when we want to respond we have to think about whether what we are about to say is correct.
	4. Do you think verbal communication is more likely to be misunderstood than written language ?	Sometimes students can misunderstand or misinterpret what the teacher conveys.
<b>3</b>	<b>Advantages of Non-Verbal Communications</b>	
	1. When you teach in a noisy class do you need non-verbal communication to help you handle the class ?	Non-verbal is very important, for example, if you want to respond to an atmosphere that occurs in an undirected class, the teacher can use Non-verbal communication to make it more effective. Simply using gestures such as signaling to be silent is more effective than using verbal communication such as “please be silent”.
	2. If yes, what types of non-verbal communication do you use ?	Using gestures and facial expressions .
<b>4</b>	<b>Disadvantages of Non-Verbal Communications</b>	
	1. When you use non-verbal communication such as gestures or facial expressions when teaching. Many students do not understand the meaning of your message ?	During teaching, rarely experiences when using gestures or facial expressions students do not understand the meaning when uses gestures or facial expressions students understand. When we communicate using non-verbal communication during the learning process we use, students cannot understand what the teacher is conveying, so the teacher must combine the use of verbal communication and Non-verbal communication. But in learning, there is definitely more use of verbal communication.



## Appendix VI : Research Letter



**KEMENTERIAN AGAMA REPUBLIK INDONESIA  
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FAKULTAS TARBİYAH DAN KEGURUAN**

Jalan Jenderal Ahmad Yani Km. 4.5 Banjarmasin 70235  
Telepon: (0511) 3262426; (0511) 6783136  
E-mail: [ftk@uin-antasari.ac.id](mailto:ftk@uin-antasari.ac.id) Website: [ftk.uin-antasari.ac.id](http://ftk.uin-antasari.ac.id)

Nomor : B- 152 /Un.14/III.1/PP.00.9/05/2023 08 Mei 2023  
Sifat : Penting  
Lampiran : 1 (Satu) Berkas  
Hal : Mohon Izin Riset

Yth. Kepala SMA Negeri 1 Satui  
Kabupaten Tanah Bumbu

*Assalamu'alaikum Wr.Wb*

Sehubungan rencana penelitian yang akan dilaksanakan oleh mahasiswa (i) dalam rangka penyusunan skripsi, maka dengan ini kami mohon izin serta bantuan Bapak/Ibu agar kiranya berkenan memberikan informasi/data yang diperlukan oleh :

Nama : Nadya Febriana  
NIM : 190101030542  
Program Studi : Tadris Bahasa Inggris  
Fakultas : Tarbiyah dan Keguruan  
Alamat : Jl. In-Gub no.123 rt.31 Banjarmasin  
No HP : 082323427820

Demikian surat keterangan ini kami sampaikan, atas perhatian dan perkenan Bapak/Ibu serta kerjasamanya yang baik kami ucapkan terimakasih.  
*Wassalamu'alaikum Wr.Wb*



Wakil Dekan Bidang Akademik dan Kelembagaan,

Ahmad Muradi

Tembusan :  
Dekan Fakultas Tarbiyah dan Keguruan



**PEMERINTAH PROVINSI KALIMANTAN SELATAN  
DINAS PENDIDIKAN DAN KEBUDAYAAN  
SMA NEGERI 1 SATUI**

Terakreditasi Tahun 2022 dengan predikat A (94 00)  
Website : <http://www.sman1satui.sch.id> E-mail : [smansatusatu@gmail.com](mailto:smansatusatu@gmail.com)  
Jl. Warga Baru II RT 10 Telp (0512) 2541070 Makmur Mulia Kec Satui Kab Tanah Bumbu 72275

**SURAT KETERANGAN**

No. 421 3/ 114-SKet/SMA.04/V1/2023

Yang bertanda tangan di bawah ini Kepala SMA Negeri 1 Satui :

Nama : Ahmadillah, SE, M.Pd  
NIP : 19661224 200604 1 009  
Pangkat/Gol : Pembina, IV/a

Dengan ini menerangkan bahwa :

Nama : Nadya Febriana  
NIM : 190101030542  
Universitas : UIN Antasari Banjarmasin  
Prodi : Fakultas Tarbiyah dan Keguruan  
Jurusan : Tadris Bahasa Inggris

Mahasiswi tersebut benar benar melaksanakan kegiatan penelitian di SMA Negeri 1 Satui, pada tanggal 16 Januari 2023 s.d 16 Maret 2023. Dengan Judul Penelitian :

***“ The Analysis of Verbal and Non Verbal Communications  
Among English teachers ”***

Demikian surat keterangan ini diberikan kepada yang bersangkutan untuk dapat dipergunakan sebagaimana mestinya

Satui, 19 Juni 2023



Kepala Sekolah,

Ahmadillah, SE, M.Pd  
NIP. 19661224 200604 1 009

## Appendix VII : Certificate of Seminar Proposal



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**PRODI TADRIS BAHASA INGGRIS**  
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 Email: tbi@uin-antasari.ac.id Web: www.ftk.iain-antasari.ac.id

### SURAT KETERANGAN

Nomor: B – /Un.14/III.1.f/PP.00.9/01/2022

Yang bertanda tangan di bawah ini, menerangkan bahwa:

Nama : Nadya Febriana  
 N I M : 19010103054  
 Jurusan/Prodi : TBI  
 Alamat : Jl. Gatot Subroto VIII Komplek Kelapa Gading  
 No. 121 Kelurahan Kebun Bunga, Kecamatan  
 Banjarmasin Timur

adalah benar telah melaksanakan Seminar Desain Operasional Skripsi yang berjudul:

The Analysis Of Verbal And Non-Verbal Communications

Among English Teachers at SMAN 1 Satui

Pada Hari/Tanggal : Jumat, 24 Juni 2022

Tempat : Online

Demikian surat keterangan ini dibuat, untuk dipergunakan sebagaimana mestinya.



Afifah Linda Sari, M.Pd  
 NIP 198711102015032004

## Appendix VIII : Consultation Notes







Thesis Consultation Notes



Consultation Notes

Advisor of Contents and Research Methods

Name of Advisor : Dr. Hj. Raida Asfihana, M.Pd

Date	Notes	SIGNATURE
December 23, 2022	<ul style="list-style-type: none"> <li>- The composition between the definition of key terms and the objective of the study has been changed</li> <li>- Don't use according</li> <li>- Go directly to case study theory in the research design section</li> <li>- Making research instruments</li> </ul>	
December 25, 2022	<ul style="list-style-type: none"> <li>- The research instrument must be written theory</li> <li>- Discussion of the interview should be more detailed</li> </ul>	
December 28, 2022	<ul style="list-style-type: none"> <li>- The step in case study is explained</li> <li>- Eliminate the word "I" in thesis writing</li> <li>- Apply theory to data analysis</li> </ul>	
May 23, 2023	<ul style="list-style-type: none"> <li>- The instrument matrix is adjusted to the research</li> <li>- After the matrix table, give an explanation</li> </ul>	
June 5, 2023	<ul style="list-style-type: none"> <li>- Give theory in chapter IV discussion section</li> <li>- Remove the word "And" at the beginning of the sentence</li> </ul>	
June 14, 2023	<ul style="list-style-type: none"> <li>- Lecturer's signature on the approval sheet</li> </ul>	



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Judul Thesis : THE ANALYSIS OF VERBAL AND NON-VERBAL COMMUNICATIONS AMONG ENGLISH TEACHERS AT SMAN 1 SATU!

Dosen Pembimbing Akademik : HIDAYAH NOR, M.PD  
Dosen Pembimbing Thesis 1 : RAIDA ASFIHANA, M.PD  
Dosen Pembimbing Thesis 2 : FAJRANOR, M.PD  
Bimbingan ke : 1. Cover - Chapter 1  
Berkas Thesis :

Catatan Bimbingan :

- Pada bagian Chapter 1 Penulisan citation masih salah, tidak mengikuti pedoman
- Spasi yang di gunakan masih terlalu jauh

Banjarmasin, 19 Dec.2022 07:51 am

Pembimbing  
  
Fajriah, M.Pd

\*Wajib dibawa saat bimbingan langsung  
\*Catat hasil konsultasi dan minta tanda tangan pembimbing



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Dosen Pembimbing Akademik : HIDAYAH NOR, M.PD  
 Dosen Pembimbing Thesis 1 : RAIDA ASFIHANA, M.PD  
 Dosen Pembimbing Thesis 2 : FAJRIANOR, M.PD  
 Bimbingan ke : 2. Chapter 2  
 Berkas Thesis :

Catatan Bimbingan :

- Citation masih kurang tepat
- Setiap paragraf minimal tiga baris
- Pada bagian The Advantages of Verbal Communication lebih di perdalam lagi penyebutannya.

Banjarmasin, 18 Jun, 2023 04:18 pm

Pembimbing  
 Fajriantor, M.Pd

\*Wajib dibawa saat bimbingan langsung

\*Catat hasil konsultasi dan minta tanda tangan pembimbing



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Dosen Pembimbing Akademik : HIDAYAH NOR, M.PD  
 Dosen Pembimbing Thesis 1 : RAIDA ASFIHANA, M.PD  
 Dosen Pembimbing Thesis 2 : FAJRANOR, M.PD  
 Bimbingan ke : 3. Chapter 3  
 Berkas Thesis :

Catatan Bimbingan :

- Penggunaan citation hendaknya di taruh di akhir  
butiran di awal kalimat
- hapus penggunaan according.
- muat tanggal pada bagian research setting
- hilangkan penggunaan a) pada bagian observation.

Banjarmasin, 18 Jun, 2023 04:23 pm

Pembimbing

Fajranor, M.Pd

\*Wajib dibawa saat bimbingan langsung



## **CURICULUM VITAE**

### **I. Personal Details**

Name : Nadya Febriana  
Place and Date of Birth : Tanah Laut, February 20<sup>th</sup>, 2001  
Gender : Female  
Marital Status : Single  
Religion : Islam  
Nationality : Indonesia  
Parents : Heru Aktoyo and Ria Ekawati  
Siblings : Indri Heryani and Wisnu Trianggoro

### **II. Formal Educational Background**

2006 - 2007 : Pertiwi Kindergarten (TK Pertiwi)  
2007 - 2013 : State Elementary School 3 Sungai Danai (SDN 3 Sungai Danau)  
2013 - 2016 : State Junior High School 1 Satui ( SMPN 1 Satui)  
2016 - 2019 : State Senior High School 1 Satui (SMAN 1 Satui)  
2019 - 2023 : English Education Department Antasari of State Islamic University  
(UIN Antasari Banjarmasin)

### **III. Organization Experience**

2019 – 2020 : Member of students regiment 602 Antasari

Banjarmasin, June 26<sup>th</sup> 2023  
The Writer,

Nadya Febriana