Grammatical Errors in English Job Advertisements

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Abstract. *There are many official job advertisement websites provided by companies that can be reached by job seekers. Many of them are available in English. The researcher aimed to identify the types of grammatical errors and the frequencies and percentages of each type of grammatical errors. The research method of this research was qualitative descriptive. The data of the research were taken from fifteen JS document publication job advertisement texts. Seven steps of Creswell data analysis were used in analyzing errors which included: organizing and preparing the data analysis, reading all the data, starting coding all of the data, using the coding process to generate a description of the setting as well as categories for analysis, quantifying the errors, interpreting the description, and drawing a conclusion. It was found that there were 250 errors made by advertisement text writers. Four types oferrors were found in the data.Such errors were 91 items (36.4%) of omission errors, 20 items (8.0%) of addition errors, 138 items (55.2%) of misformation errors, and 1 item (0.4%) of misordering errors.*

Keywords: *grammatical error, error analysis, job advertisement*

A. INTRODUCTION

It could be said that language is a set rules used by human as tools of their communication (Ayumi, 2018). It also is a system of communications through which consist of a set of sounds and written symbols which are used by the people of a particular country for talking or writing. Brown (2014) said that language is more than a mere system of communication. According to McMahon (2020) the language specific selection and organization of sounds is to signal meanings. As such, language after all is just a way for communicating between people.

Out of all languages spoken in the world, English is undoubtedly the most spoken one. It serves as hub or bridge between nations when they do not know how to

communicate between one another (Ayumi, 2018). In other word, English serves as the *lingua franca*, an universal means of communication not only between the native speakers of English and speakers of English as second language, but also between people with different native languages (Smokotin, Alexseyenko, & Petrova, 2014). In accordance with such argument Ilyosovna (2020) saidthe use of English is more than just to communicate with native English speakers; it is the world's most commonly used second language. As theresult, English could be used to communicate when someone meet another person from another nation, even if they are from completely diffrent nations. It opens up the world and allows one to contact people from all around the world. It is related to the statement from (Pratiwi, 2021), human nature as a social being needs communication with others, and language is the means. People may convey their ideas, feelings, and expectations to others through communication and by extension through language.

As the result, upon acquiring English, one will be able to adapt and converse with everyone easily, regardless of their mother tongue.Itis supported by the opinion of Simatupang & Galingling (2012), English has become the language of the elite, and it is related to the socio-economic stratification of the country, anything that sounds in English is appreciated because it has the potential to make a high-class impression. As such, understanding the most common language in the world becomes the key capital for expanding our association to remote corners of the world.

It is very important to master English in this globalization era, as stated by Nishanthi (2018), the importance of English cannot be understated because English is the most widely spoken language worldwide, it is also an essential language for achieving a variety of professional objectives. In Indonesia, English as a language has important role in all aspects of life. As suchKhotimah(2017) argued, English is required in order to progress and construct a better life. It is due to the fact that English has

practically become an essential language in the workplace, including the process of recruitment through a job advertisement. Every employer needs employee that understand English, including but not limited to sociology, science, and technology.

With the advancement of technology, almost all aspects are made available online, making information transmission easier and faster. There are many official job advertisement websites that can be reached by job seekers which is provided by the company themselves. It is in accordance with the statement of Irabor & Okolie(2017), many companies use online recruitment to list positions, accept resumes, and communicate with applicants via internet. However, as mentioned before, because English is cosidered as an *elite-language*, there are many job advertisements that use English, even in Indonesia. Nonetheless, in Indonesia the official language is Indonesian language and according to Khotimah(2017), there are still many Indonesians who do not speak English properly.It could be the fact that English and Indonesian language are vastly different in pronounciation and grammar system in general(Pallawa, 2013). As espected, problem arises from this issue. Not only it is possible for the the readers to not be able to comprehend the advertiment, but the writer or publisher of the advertisement also could make the advertisement uncomprehensable.

The errors in the writing are typically in the realm of grammatical structure error, choice of words error, bot gramatical and choice of words error, and mixture of Indonesian language and English (Khotimah, 2017). Based on some previous studies of error analysis in job advertisements and its surrounding, there were a lot of cases to be found from the errors of grammatical sentences. Therefore, to make job advertisements more comprehensable to the readers, the companies must publish advertisements using corect grammar structure and words choice.

Grammar in particular is important because it is the structure of sentences that convey meaning from the writer to the readers. According to Saaristo (2015), grammar is the approved understanding of how a mother tongue should be written and how to use its structures, it includes the instructions for how language should be used correctly. Henceforth, language cannot function without grammar. Without correct use of grammar, it is impossible for people to communicate effectively. With the importance of grammar in mind, job advertisements' companies should avoid grammatical errors in their writing so that it can be easily comprehesable for the readers.

A grammatical error is a term used in prescriptive grammar to identify an incorrect, unusual, or contentious usage, such as a misplaced modifier or an incorrect verb tense(Putra, 2019). Without correct use of grammar, the meaning of the writing will be confusing or ambiguous. The readers may be unable to comprehendthe meaning and messages in the text due to grammatical errors. In short, understanding how to construct sentences using proper grammar is accordingly essential for effective writing.

From the explanations above, the researcher assumed that many job advertisement texts were not written with correct grammar. It means, some English job advertisement texts had some errors in grammatical features. The researchers wanted to know what grammatical errors in such English job advertisement texts are. Conversely, the objective of this research was to find out and identify types of grammatical errors in many English job advertisements and also the percentages and frequencies of each type of grammatical error.

B. RESEARCH METHOD

Design and Procedures

This research was qualitative descriptive research. It was conducted in order to find out the errors of grammatical features found in many English job advertisements. The data were collected from fifteen English job advertisement texts from a website, namely JS. The job advertisement texts that they publish were classified into Sumatera placement area that they were published in May 2022.The grammatical errors would be classified into four types of errors based on the surface strategy taxonomy from Dulay's theory (see Esmalde, 2020), the surface strategy taxonomy consists of omission: the lack of an item that must be present in a well-formed utterance, addition: they are characterized by the inclusion of an item that should not be included in a well-formed sentence, misformation: it occurs when students select the incorrect phoneme, morpheme, structure, or vocabulary, then they insert the incorrect form where the correct form should appear in the sentence, and misordering: the incorrect arrangement of a morpheme or collection of morphemes in a phrase.

Data Collection and Data Analysis

The researcher used documenttation as data collection method in this qualitative studies. The main sources and procedures associated with the most popular qualitative methods are presented on the table below as proposed by (Lynch, 2010).

Table 1. Data Collection Method

Methodology	Sources	Procedure
Document analysis	Document publication of *JS.*	Document study in this research were collected fifteen randomly selected job advertisement texts on the website that they were published in the Sumatera placement area that they were published in May 2022.

For the data analysis in this qualitative research, the researcher used the theory from Creswell(2014). Analysis conducted encompasses: a) organize and prepare the data

analysis, the researcher collected fifteen job advertisement texts from document publication in *JS,* b) read all the data, to identify the errors, the researcher used two applications in order to detect grammatical errors in job advertisement texts. The researcher used the check spelling and grammar in Microsoft word menu and Grammarly application, c) start coding all of the data, the researcher classified the error analysis into four type, those are omission (O), addition (A), misformation (MI), and misordering (MO), d) use the coding process to generate a description of the setting as well as categories for analysis, e) quantifying the errors, the errors were calculated when the errors have been classified, the total number of errors identified, as well as the percentage of errors. The following formula used to calculate the frequency of errors which was adapted from (Samuel & Latupeirissa, 2019):

$$P = \frac{n1}{\sum N} \times 100\%$$

In which,

    P : Percentage of Error Types

    n1 : The Number of a Particular Type of Error

    $\sum N$: The Total Number of All Types of Errors

The next step was f) interpreting the description, after quantifying the errors, the researcher reported the results. The results were described descriptively, and g) drawing conclusion, the conclusion of the research was created based on the findings of the analysis.

C. FINDINGS AND DISCUSSION

Findings

The data of this research were collected from fifteen randomly selected job advertisement texts on the website, namely JS that was published in the Sumatera

placement area that they were published in May 2022. In those data, the errors had been detected using the spelling and grammar check feature on Microsoft Word and Grammarly. In order to detect the errors, the researcher used codes to classify them into types of errors based on surface strategy taxonomy from Dulay's theory. Those are omission (O), addition (A), misformation (MI), and misordering (MO).

This one job advertisement text is used as an example of analysis and had been detected the errors:

Business Development Manager (BANGKA BELITUNG, LUBUK LINGGAU)

PT. Green Asia Food Indonesia
Multiple work locations
Posted on 9-May-22

Job Highlights
- Growing Company
- Career Path
- Good Compensation & Benefit

Job Description:

- Managing multi <u>distributor</u>(MI)$_1$ to achieve sales growth, excellent distribution and develop high.
- Assist Regional Sales Manager ~~to execute~~ (MI)$_2$ sales strategy,sales plan, and~~achieve~~(MI)$_3$ company target & business objective.
- 80% time(O)$_1$~~spend~~ (MI)$_4$in field(O)$_2$; coaching, monitoring, ~~development~~ (MI)$_5$and ~~ensure~~ (MI)$_6$ operational ~~excellent~~(MI)$_7$.
- Excellent in designing PJP (Journey Plan), territory management and control.
- Develop the assigned market in <u>term</u>(MI)$_8$ of penetration, value/volume(O)$_3$<u>transaction</u>(MI)$_9$.
- Continuously conduct asset tracking in order to avoid any missing <u>asset</u>/unproductive(MI)$_{10}$ assets in the future.
- Able to provide the required data and information as well as ~~to~~(A)$_1$ analyze them for further improvement.

Job Requirement:
- Bachelor's Degree in any field~~s~~.(A)$_2$
- Technical Competency: Strong in field sales, Leadership, Communication. (O)$_4$

- Language Competency: English proficiency will be prioritized.
- Experience: minimum 6 years in distribution management ~~as~~ (MI)$_{11}$SPV/Manager level.
- Preferable from ice cream industry(O)$_5$ or from FMCG with multi distributor operating model.
- Proven track record in driving sales growth and distributor team.
- High computer literacy : PowerPoint, Words and ~~advance~~ (MI)$_{12}$~~skill~~ (MI)$_{13}$in Excel.
- Placement: Bangka Belitung (1 person), Lubuk linggau (1 person).

Company Overview

PT Green Asia Food Indonesia is a subsidiary of Inner Mongolia Yili Industrial Group Co. Ltd.

Yili ranks among the Global Dairy Top 5 and has sustained an ~~undisputable~~ (MI)$_{14}$ position of No. 1 in Asia for eight successive years. Yili is also China's largest dairy producer, offering the largest number of products.

Yili was selected to serve as the exclusive supplier of dairy products and services at major international events, including the Beijing 2008 Olympic Games, the Expo 2010 Shanghai China, the G20 2016 China, the 2019 7th CISM Military World Games, and the Beijing 2022 Winter Olympic Games. Yili has also become a partner of the World Economic Forum, the Boao Forum for Asia, and the World Internet Conference.

To explore more ~~on~~ (MI)$_{15}$ our company, kindly visit our website at www.yili.com

Bellow is the explanation of the errors that were found in English job advertisement texts which were presented in the data described above:

Based on the data analysis of the job advertisement text above, there were varioustype of errors that were found with 5 errors as omission, 2 errors as addition, 15 errors as misformation, and 0 error as misordering.

(MI)$_1$: Because of the singular noun "*distributor*" is tied with the plural marker "*multi*", changing the noun to the plural form should be considered. The correct sentence is ***"Managing multi distributors to achieve sales growth…"***. (MI)$_2$:*"Assistin"* is a phrasal verb that is commonly used to indicate an act of helping one do something. "*Assist in*"is usually followed by a noun/ gerund; "*executing*". (MI)$_3$: The "*-ing*" in the verb "*achieve*" should be added to achieve a

subject-verb agreement (parallelism). The correct sentence is *"Assist Regional Sales Manager in executing sales strategy, sales plan, and achieving company target & business objective."*

(O)$_1$:The preposition *"of"*is needed here in order to express the relationship of a part of something. (MI)$_4$: This is supposed to be a (shortened) relative clause that modifies the noun, therefore it is *"spent"*. (O)$_2$: Here should be a determiner *"the"* between *"in"* and *"field"*. (MI)$_{5,6}$: *"Development"* and *"ensure"* are replaced into their *"-ing"* form (known as a gerund) to make them parallel with the others. (MI)$_7$:*"Excellent"* should be replaced with *"excellence"* because in this context it is used as a noun. The correct sentence is *"80% of time spent in the field; coaching, monitoring, developing and ensuring operational excellence."*

(MI)$_{8,9}$: The use of *"term"* and *"transaction"* here is incorrect because it should be plural. (O)$_3$: Before the word *"value"*, there should be a presence of conjunction to connect the noun phrases. Therefore the correct conjunction to use is *"and"*. The correct sentence is *"Develop the assigned market in terms of penetration, and value/volume transactions"*. (MI)$_{10}$: When we use *"any"* as a determiner always followed by 'uncountable nouns' and 'plural nouns'. Therefore, the noun *"asset"* requires a plural marker *"–s"*. The correct sentence is *"…in order to avoid any missing assets/unproductive assets in the future"*. (A)$_1$: The presence of the preposition *"to"* is not needed. The correct sentence is *"…and information as well as analyze them for further improvement."*

(A)$_2$: When we use *"any"* as a determiner always followed by 'uncountable nouns' and 'plural nouns'. In this context *"field"* is an uncountable noun. Therefore a plural marker *"–s"* must be omitted. The correct sentence is *"Bachelor's Degree in any field"*. (O)$_4$: There needs to be a conjunction *"and"* when mentioning several things together. The correct sentence is *"Technical Competency: Strong in field sales,*

Leadership, and Communication".(MI)₁₁: The most suitable preposition here "*at"* instead of "*as".* The correct sentence is ***"Experience: minimum 6 years in distribution management at SPV/Manager level"***. (O)₅: Determiner "*the"* is needed as a reference for the "*ice cream industry".* The correct sentence is***"Preferable from the ice cream industry…"***.

(MI)₁₂: The most suitable adjective to use here is "*advanced"* (at a higher level than others) instead of "advance*"* (carried out ahead of time). (MI)₁₃: The use of "*skill"* here is incorrect because it should be plural. The correct sentence is ***"…Words and advanced skills in Excel"***.(MI)₁₄: *"Undisputable"* is a bit wrong to use in this sentence. It should be replaced with "*indisputable"* as an adjective. The correct sentence is ***"…and has sustained an indisputable position of No.1 in Asia"***.(MI)₁₅: The most suitable preposition here is "*about"* instead of "*on",* in order to refer 'on the subject of' or 'connected with'. The correct sentence is ***"To explore more about our company, kindly visit our website at…"***.

Based on the results of the researcher analysis, the most common types of grammatical errors that were found in the job advertisement text is misformation. Those errors were characterized by the use of wrong form of a part of speech, such as the use of determiner, preposition, adjective/noun/adverb, gerund, subject-verb agreement, relative clause, the verb of past form, suffix –ing to achieve parallelism, and a singular and plural marker –s/–es of a noun and verb. The next type of error which usually occurs is omission. They were characterized by the absence of conjunction, an auxiliary verb, a linking verb, a possessive noun –'s, hyphen, and determiner.The next errors are addition, they are characterized by the presence of an item such as article, conjunction, preposition, a singular and plural marker –s/–es of a noun and verb, double of possessive adjective, and possessive pronoun –'s. the last type of errors is misordering, theyare characterized by the incorrect placement an adjective.

The next step after identifying and classifying the errors in English job advertisement texts is quantifying the errors based on the result of the computation. Based on data analysis of the types of errors, it could be concluded that the most common errors in job advertisement texts, according to the *surface strategy taxonomy*, are *misformation*. The table below shows the full range of error types

Table 2. A summary of Types of Errors in English Job Advertisements

No	Advertisements	Types of the Errors				Total
		O	**A**	**MI**	**MO**	
1	Advertisement 1	5	2	15	-	**22**
2	Advertisement 2	12	3	19	**-**	**34**
3	Advertisement 3	3	2	3	-	**8**
4	Advertisement 4	4	1	4	-	**9**
5	Advertisement 5	8	1	21	-	**30**
6	Advertisement 6	5	-	4	-	**9**
7	Advertisement 7	5	1	8	-	**14**
8	Advertisement 8	10	1	6	1	**18**
9	Advertisement 9	2	2	20	-	**24**
10	Advertisement 10	6	-	5	-	**11**
11	Advertisement 11	11	3	8	-	**22**
12	Advertisement 12	4	-	8	-	**12**
13	Advertisement 13	3	1	3	-	**7**
14	Advertisement 14	9	2	8	-	**19**
15	Advertisement 15	4	1	6	-	**11**
Total	∑	**91**	**20**	**138**	**1**	**250**
	%	**36.4**	**8.0**	**55.2**	**0.4**	**100**

According to the data obtained from English job advertisement texts, there were 250errors occurring in the text that they produced. For the frequencies and percentages of eachtype of error could be inferred that the highest frequency of errors was*misformation* type. There were 138 or 55.2% of the errors. The second type was*omission* by accumulating 91 errors or 36.4%. The third type was*addition* which was 20 errors or 8.0%. And the last was*misordering* which was 1 error or 0.4%

Discussion

From the data obtained, the researcher analyzed and classified the errors found in English job advertisement texts based on surface strategy taxonomy in the type of

omission, which was 91 items and the percentage was 36.4%, it was characterized by the lack of an item that must present in a well-formed utterance. The second type of error was addition, which was 20 items and the percentage was 8.0%, it was characterized by the inclusion of an item that should not be included in a well-formed sentence. The next type of error was misformation, which was 138 items and the percentage was 55.2%, it was characterized by when texts writer selected the incorrect phoneme, morpheme, structure, or vocabulary. Then they inserted the incorrect form where the correct form should appear in the sentence, and the last type of error was misordering, which was 1 item and the percentage was 0.4%, it was characterized by the incorrect arrangement of a morpheme or collection of morphemes in a phrase

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D. CONCLUSION AND SUGGESTION

Conclusion

The main objectives of this study were to analyze the errors in English job advertisement texts based on the surface strategy taxonomy from Dulay's theory. While the documents study in this research collected fifteen randomly selected job advertisement texts on the JS website that were published in the Sumatera placement area on May 2022. In conducting this research, the data were analyzed based on steps which were stated by Creswell (2014). The researcher analyzed the errors in seven steps of analyzing errors, namely: 1) organize and prepare the data analysis, 2) read at all the data, 3) start coding all of the data, 4) use the coding process to generate a description of the setting as well as categories for analysis, 5) quantifying the errors, and 6) interpreting the description, and 7) drawing a conclusion.

From the fifteen data obtained, the researcher analyzed and classified the errors found in English job advertisement texts based on surface strategy taxonomy in the type of omission, addition, misformation, and misordering error.

After the researcher did the analysis of types of the errors, the researcher found four types of errors with the frequencies and percentages of each type of grammatical errors. There were 250 errors made by advertisement text writers. The errors were 91 items and the percentage was 36.4% of omission errors, 20 items and the percentage was 8.0% of addition errors, 138 items and the percentage was 55.2% of misformation errors, and 1 item and the percentage was 0.4% of misordering errors.

Based on the evidence presented above, the researcher concluded that text writers frequently made grammatical errors in English job advertisement texts, especially in the misformation type. Making errors was an unavoidable part of learning, people could not learn a language without any errors in their learning process. By making errors, the researcher expected to make improvements for herself and the readers of this research.

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