

AN ANALYSIS OF FORMAL LANGUAGE USED IN THE MEETINGS OF THE NORTH SUMATRA PROVINCIAL REGIONAL HOUSE OF REPRESENTATIVES (DPRD)

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Abstract

Language plays an important role in communication activities, especially in governmental environments that require the use of official and structured language. This study aims to analyze the use of formal language in meeting activities at the Regional House of Representatives (DPRD) of North Sumatra Province. The method used in this study is a descriptive qualitative method with observation techniques of communication activities during meetings. The data were obtained from the spoken utterances of the meeting leaders and DPRD members during the discussion process. The results show that the language used tends to employ standard Indonesian, formal word choices, and clear sentence structures. The use of formal language plays an important role in creating orderly, effective, and professional communication in meeting activities.

Keywords: formal language, meeting activities, official communication, DPRD of North Sumatra Province.

Abstrak

Bahasa memiliki peran penting dalam kegiatan komunikasi, terutama dalam lingkungan pemerintahan yang menuntut penggunaan bahasa resmi dan terstruktur. Penelitian ini bertujuan untuk menganalisis penggunaan bahasa formal dalam kegiatan rapat DPRD Provinsi Sumatera Utara. Metode yang digunakan adalah deskriptif kualitatif dengan teknik observasi terhadap kegiatan komunikasi selama rapat berlangsung. Data diperoleh dari tuturan lisan pimpinan rapat dan anggota DPRD dalam proses diskusi. Hasil penelitian menunjukkan bahwa bahasa yang digunakan cenderung menggunakan bahasa Indonesia baku, pilihan kata resmi, serta struktur kalimat yang jelas. Penggunaan bahasa formal tersebut berperan dalam menciptakan komunikasi yang tertib, efektif, dan profesional dalam kegiatan rapat.

Kata kunci: bahasa formal, kegiatan rapat, komunikasi resmi, DPRD Provinsi Sumatera Utara.

1. INTRODUCTION

Language is the primary means used by humans to communicate and convey information in various aspects of life. In social life, language functions not only as a tool of communication but also as a medium for expressing ideas, opinions, and building relationships among individuals and groups. The use of language varies depending on the situation, the purpose of communication, and the context in which the communication takes place. In practice, language has various forms of usage, one of which is formal language. Formal language is used in official situations and follows standard linguistic rules. It is commonly employed in governmental activities, official meetings, academic settings, and other contexts that require polite, clear, and well-structured communication. The use of formal language is essential because it promotes effective communication and helps prevent misunderstandings in the delivery of information. One of the environments that requires the use of formal language is governmental institutions, including the Regional House of Representatives (DPRD). The DPRD is a regional legislative body responsible for enacting regional regulations, overseeing the implementation of regional government policies, and discussing various public policy issues concerning the interests of the community. In carrying out its duties, the DPRD regularly conducts official meetings involving council members, meeting leaders, and other relevant stakeholders. Meetings held by the DPRD represent a form of official communication that requires the use of formal language. During these meetings, council members express opinions, propose recommendations, provide responses, and engage in discussions on issues related to regional policies. Therefore, the use of appropriate, clear, and grammatically correct formal language is essential to ensure that communication is effective, orderly, and focused. The North Sumatra Provincial Regional House of Representatives (DPRD), as one of Indonesia's regional legislative institutions, also conducts various official meetings in carrying out its duties and functions. In these meetings, language serves as the primary medium for expressing opinions and making decisions. Through the use of formal language, communication during meetings can proceed in an orderly, professional, and comprehensible manner for all participants. Based on these considerations, examining the use of formal language in DPRD meetings is an interesting subject for academic study. An analysis of formal language usage can provide insights into how official communication is practiced within governmental institutions. Furthermore, this research can contribute to a better understanding of the characteristics of formal language used during DPRD meetings. Therefore, this study aims to analyze the use of formal language in the meetings of the North Sumatra Provincial Regional House of Representatives (DPRD). It is expected that

the findings of this research will provide a comprehensive description of the forms and characteristics of formal language used in official communication within the DPRD.

2. METHODOLOGY

This activity was conducted as part of the Field Work Practice (Praktik Kerja Lapangan/PKL) program at the North Sumatra Provincial Regional House of Representatives (DPRD). It focused on observing the use of formal language in communication during official meetings and daily work activities within the institution. A qualitative descriptive approach was employed, using direct field observation to provide an accurate description of language use in formal communication within a governmental setting. The activity was carried out by participating in various activities at the North Sumatra Provincial DPRD office, including official meetings, work discussions, and communication among employees and PKL participants. Through direct involvement in these activities, the researcher was able to observe firsthand how formal language was used in official communication. The implementation of the activity consisted of several stages, beginning with an orientation to the work environment, during which the researcher became familiar with the workplace and the communication patterns within the North Sumatra Provincial DPRD. This was followed by the observation stage, in which the language used by meeting chairpersons, council members, and employees during various activities was carefully examined. The next stage involved recording utterances and conversations that demonstrated the use of formal language, after which the collected data were classified according to the forms of formal language identified in the communication activities. The data sources for this study consisted of spoken utterances produced by DPRD members, employees, and other individuals involved in meetings at the North Sumatra Provincial DPRD. Data were collected through observation and note-taking throughout the activities without interfering with the ongoing communication process. The collected data were subsequently analyzed using a descriptive method to explain the forms and characteristics of formal language used during meetings at the North Sumatra Provincial DPRD. This method was chosen because it provides a realistic description of the use of formal language in a governmental workplace and offers a clear understanding of the official communication practices that occur during meetings of the North Sumatra Provincial Regional House of Representatives (DPRD).

3. FINDINGS AND DISCUSSIONS

Based on observations conducted during meetings at the North Sumatra Provincial Regional House of Representatives (DPRD), several forms of formal language were identified in the communication used by both the meeting chairperson and the council

members. The language employed generally adhered to standard Indonesian, incorporated formal vocabulary, and followed clear and well-structured sentence patterns. For example, during one meeting, the chairperson stated, “Today's meeting will begin with the agenda of discussing the regional development activity report. We invite the council members to present their opinions or responses regarding the report.” A council member responded, “Thank you, Mr./Madam Chairperson. Based on the report that has been presented, we believe that the infrastructure development program still needs to be improved, particularly in areas that have not yet received adequate attention.” In another discussion, the chairperson expressed appreciation by saying, “We would like to express our appreciation for the suggestions that have been presented. We now invite other council members to share their views or additional recommendations.” A council member then replied, “With your permission, Mr./Madam Chairperson, we would like to add that the development program should be accompanied by stricter supervision to ensure that its implementation proceeds according to the established plan.” At the conclusion of the discussion, the chairperson remarked, “Thank you for the valuable opinions that have been presented. All suggestions will be taken into consideration during the decision-making process in the next meeting,” to which a council member responded, “We hope that the decisions made will benefit the community and contribute to improving the quality of regional development.” These examples demonstrate that the language used throughout the meetings was consistently formal, as reflected in the use of official expressions such as “we invite,” “present their opinions,” “with your permission,” and “taken into consideration.” In addition, the sentence structures were clear, systematic, and well organized, enabling all participants to understand the information effectively. Based on the conversational data collected from the meetings of the North Sumatra Provincial Regional House of Representatives (DPRD), it is evident that both the meeting chairperson and the council members consistently employed formal language in their interactions. The use of formal language helped maintain the official and professional atmosphere of the meetings while ensuring that communication remained clear, respectful, and effective. One of the most prominent characteristics observed was the consistent use of standard Indonesian, reflected in formal expressions such as “we invite,” “present their opinions,” and “thank you for the suggestions that have been presented.” These expressions indicate that communication during the meetings was conducted politely and in accordance with accepted linguistic conventions. Furthermore, the use of formal forms of address, such as meeting chairperson and council member, demonstrated adherence to professional communication etiquette within the governmental setting. Another important characteristic was the use of clear and

systematic sentence structures, allowing speakers to present their ideas logically and enabling participants to understand the information and respond appropriately during discussions. This clarity contributed to an effective exchange of opinions and supported the overall decision-making process. Therefore, the findings indicate that the use of formal language plays a significant role in ensuring effective, respectful, and well-organized communication during DPRD meetings. It facilitates the discussion of public policies, promotes mutual understanding among participants, and supports professional decision-making within the governmental environment.

4. CONCLUSIONS

Based on the findings of this study, it can be concluded that the language used during meetings of the North Sumatra Provincial Regional House of Representatives (DPRD) is predominantly formal. The consistent use of standard Indonesian, formal vocabulary, and official forms of address indicates that communication during the meetings is conducted in an orderly and professional manner. The use of formal language facilitates the effective expression of opinions by meeting participants and enhances their understanding of the information discussed throughout the meeting. Overall, formal language plays an essential role in promoting clear, respectful, and efficient communication, thereby supporting the decision-making process within the governmental environment.

5. REFERENCES

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