

Development of the *Speak Easy: English Public Speaking Handbook* as a Learning Medium to Improve the Public Speaking Skills of Internship Students and Early Career Employees



A partial fulfillment of the Requirements for the
Applied Foreign Language Bachelor Degree

FINAL ASSIGNMENT

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2026**

ACCEPTANCE

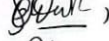


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ABSTRACT

This study aimed to develop the *Speak Easy Handbook: English Public Speaking for work* as a learning medium to help interns and earlycareer employees improve their English public speaking skills in workplace settings. The study employed the *Research and Development* (R&D) method adapted from Borg and Gall through eight development stages. The handbook covers fundamental public speaking skills, professional workplace communication, presentation techniques, the use of English in workplace situations, and practical exercises that support independent learning. Based on expert validation and field-testing results, the *Speak Easy Handbook* was found to be feasible as a learning medium to support the development of professional communication skills and workplace readiness.

Keywords: public speaking, English, handbook, interns, early career professionals.

Abstrak

Penelitian ini bertujuan untuk mengembangkan *Speak Easy Handbook: English Public Speaking for Work* sebagai media pembelajaran yang membantu mahasiswa magang (*internship students*) dan karyawan tingkat awal (*early career employees*) meningkatkan kemampuan *English public speaking* mereka dalam lingkungan kerja. Penelitian ini menggunakan metode *Research and Development* (R&D) yang diadaptasi dari model Borg and Gall melalui delapan tahapan pengembangan. Handbook ini mencakup materi mengenai dasar-dasar *public speaking*, komunikasi profesional di tempat kerja, teknik presentasi, penggunaan bahasa Inggris dalam situasi kerja, serta berbagai latihan praktis yang mendukung pembelajaran secara mandiri. Berdasarkan hasil validasi ahli dan uji coba lapangan, *Speak Easy Handbook* dinyatakan layak digunakan sebagai media pembelajaran untuk mendukung pengembangan keterampilan komunikasi profesional dan meningkatkan kesiapan menghadapi dunia kerja.

Kata kunci: berbicara di depan umum, bahasa Inggris, buku panduan, peserta magang, profesional pemula

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