

## SUFFIXES IN BUSINESS DOCUMENTS OF UTRACO COMPANY: A MORPHOLOGICAL ANALYSIS

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### Abstract

*This final report explained about Suffixes in Business Documents Quality Manual 2007 and Manual Record Procedure 2013 of Utraco Company: Morphological Analysis. This research aims to know about suffix specific and also suffix most frequent in business document Quality Manual and Audit Report. In this research the writer used morphology theory are written by Aronof and Fudemen(2005), and Yule (2010). This research used descriptive qualitative. The writer also used dictionary to find out that changed the word class attached by suffix. Based on the analysis that has been done, suffix can change word class, one-word class to the other word class. The writer found 152 suffix in business document, kinds of suffix are –ary, -ance, -er, -ful, -ion, -ive, -ity, -ly, -ment, -ness, and –or. This suffix can change word class that are, verb to noun, adjective to adverb, adjective to noun, and noun to adjective, and verb to noun is most frequent in business document there are 45, suffix –ion is most frequent in business document there are 28, as conclusion word class verb to noun is the most frequent, suffix occurred in business document of Quality Manual and Audit Report with suffix –ion 28 occurrences.*

Keywords: morphology, business document, suffix.

### Background of the Research

Morphology is part of linguistic. Morphology is necessary in business document because it make a simple word class, like adjective to verb, adjective to noun, verb to noun, verb to adverb Morphology is the study of word formation, including the ways new words are coined in the languages of the world, and the way forms of words are varied depending on how they're used in sentences. "As a native speaker of your language you have intuitive knowledge of how to form new words, and

every day you recognize and understand new words that you've never heard before" (Rochelle 2009:15). And Morphological theory provides a general theory of word-structure in all the languages of the world. Its task is to characterize the kinds of things that speakers need to know about the structure of the words of their language in order to be able to use them to produce and to understand speech. (Katamba 1994:3).

The smallest unit in morphology is morpheme, morpheme is "a minimal unit of meaning or grammatical function." Units of

grammatical function include forms used to indicate past tense or plural. (Goerge Yule 2010:67). And morpheme divided into two kinds of morpheme. Bound morpheme and free morpheme, bound morpheme is the word cannot stand alone it need the other morpheme. And free morpheme is the word can stand alone. There are two kinds of derivational morpheme affix; affix is combination two kind's prefix and suffix. They have same functions but different position prefix is in front of the word and suffix is at behind the word.

(1). Prefix. Unhappy, Undisputed, (Un+Happy), (Undis+Puted).

(2). Suffix, Careless, Beautiful, (Care+Less), (Beauty+ful).

Topic of this research is derivational morpheme, suffix in business document at Utraco Bangun Adyabahan Perkasa Company that are Quality Manual in 2007 and Audit Report in 2008, by using Morphology analyze. Suffixes are divided into some parts, suffixes are the words that do not have meaning and cannot stand alone without attached by root or stem.

In this topic research the writer limited some of word class there are Verb to Noun, Adjective to Noun, and Adjective to Adverb and Noun to Adjective. The writer gave the example in following tabel.

### Objective of the Research

The objectives of this research are:

1. To find out kinds of specific suffixes of business document Quality Manual and Audit Report in 2008 PT. UTRACO Bangun Adyabahan Perkasa.
2. To find out the frequent suffixes of business document Quality Manual and Audit Report in 2008 PT. UTRACO Bangun Adyabahan Perkasa.

### Significance of the Research

Batam is special city in Indonesia that has exceptional charm. Given high interest for foreigner to come to Batam and build a business. Because it is located at strategy place like are Singapore, Malaysia and others countries. Not just foreigner come to Batam and native also come to Batam for buy electronic goods, because at Batam electronic so cheap than other

country and in Batam was known business and electronic country and also one of high income in Indonesia.

Unfortunately, this country does not have a good human resource so that foreigner difficult to talk with native speaker or employee. Therefore, this country is very potential to get much money and the people who has good English ability.

Hopefully Batam have competent person in English, because at Batam too difficult to found person understood about English actually in speaking and grammar. Because Batam is industries country and many foreigners worked here.

### Theoretical Framework

The result of study is expected to be a reference or input for the others researcher the development of science education in linguistic and increase the knowledge in writing grammatically, especially in foreigner company. It means to apply the suffixes in sentences correctly in the contract documents. Additionally, the result of this study is expected to be input for any documents in Batam. In order, it will give additional insight or knowledge for the writer about value of education, especially to support education in foreign language field, for use as reference in speaking and writing grammatically.

### Review of Related Literature Morphology

Morphology is part of linguistic. Morphology is the study of word formation, including the ways new words are coined in the languages of the world, and the way forms of words are varied depending on how they're used in sentences. (Rochelle 2009:15).

Its etymology is Greek: *morph-* means 'shape, form', and *morphology* is the study of form or forms. In linguistics *morphology* refers to the mental system involved in word formation or to the branch of linguistics that deals with words, their

internal structure, and how they are formed. (Aronoff and Fudeman 2011:23)

Morphology is one of branches in linguistics which concerned with the structure of word. It focused on the process of building new words. Affixes are defined as any morphemes that were appended to the root. These morphemes need to join with other morphemes which had to attach to a root morpheme. Katamba states in Alfianto (2014:5) Affixes were a morpheme which only occurs when attached to some other morpheme or morpheme such as the root or stem or base.

### Morphemes

In the language there are many complex words that can be separated into smaller form and then it can be separated again until the smaller form which is called morpheme. A major way in which morphologists investigate words, their internal structure, and how they are formed is through the identification and study of morphemes, often defined as the smallest linguistic pieces with a grammatical function. This definition is not meant to include all morphemes, but it is the usual one and a good starting point. A morpheme may consist of a word, such as *hand*, or a meaningful piece of a word, such as the *-ed* of *looked*, that cannot be divided into smaller meaningful parts. Another way in which morphemes have been defined is as a pairing between sound and meaning. (Aronoff and Fudeman 205:23)

A Morpheme is the smallest unit of language that has its own meaning. Simple words like *giraffe*, *wiggle*, or *yellow* are morphemes, but so are prefixes like *re-* and *pre-* and suffixes like *-ize* and *-er*. (Rochelle 2009:16). The definition of a morpheme is “a minimal unit of meaning or grammatical function.” Units of grammatical function include forms used to indicate past tense or plural. (Yule 2010:67). And morphemes also have consisted of some syllables, for example:

One morpheme (syllable) such as (1) boy, (2) desire, (3) meditate. For two morphemes there are (4) boyish = boy + ish, (5)

desirable= desire + able, (6) meditation = meditate + tion. And for three morphemes there are (7) boyishness= boy + ish + ness, (8) desirability= desire + able + ity, for four morphemes (9) gentlemanliness= gentle + man + li + ness, (10) undesirability= un + desire + able + ity, and the last morpheme 5 syllables (11) ungentlemanliness= un + gentle + man + li + ness, (12) antidisestablishmentarianism= anti + dis + establish + ment + ari + an + ism

### Free Morpheme

Roots which are capable of standing independently are called free morphemes. For example: man, book, tea, and sweet, bet, very. Single words like those mentioned before are the smallest free morphemes that are capable of occurring in isolation. The free morpheme mentioned before are examples of basic morphemes. There are nouns, verbs, adjective, preposition, and adverbs. Such morphemes carry most of the semantic content of utterances that is loosely defined to cover notions like referring to individuals (e.g. *john*, *mother*), attributing properties (e.g. the adjective *kind*, *clever*), describing action, process or state (e.g. the verb: *hit*, *write*, *rest*) expressing relations ( e.g. the preposition: *in*, *on*, *under*) and describing circumstances like manner (e.g. *kindly*) Katamba in Made Sudana, (2013:12). Another statement comes from Bauer, in his book entitled *English Word-Formation* (1983). He states that a morph which can occur in isolation (i.e. which can also be a word-form) is termed a free morpheme Bauer in Made Sudana, (2013:12).

### Bound morpheme

Based on (Finegan 2007: 42) bound morphemes change the category of the word to which they are attached, as with the underlined parts of these words: *doubtful*, *establishment*, *darken*, *frighten*, and *teacher*. While added to the noun *doubt*, *-ful* derives the adjective *doubtful*; *-ment* added to the verb *establish* derives the noun *establishment*. *dark* is an adjective, *darken*

a verb; *fright* a noun, *frighten* a verb; *teach* a verb, *teacher* a noun.

Based on *English Word-Formation* by Bauer in Sudana (2013:12) it is stated that a morph which can only occur in the word-in conjunction with at least on other morph is termed a bound morpheme.

### Affixes

Affix is a morpheme which only occurs when attached to some other morpheme or morphemes such as a root or stem or base. These small “bits” are generally described as affixes. Some familiar examples are the elements un-, mis-, pre-, -ful, -less, -ish, -ism and -ness which appear in words like unhappy, misrepresent, prejudge, joyful, careless, boyish, terrorism and sadness.

Bases or stems can be complex themselves. For instance, in *activity*, *-ity* is a suffix that combines with the base *active*, which itself consists of the suffix *-ive* and the base *act*. A base that cannot be analyzed any further into constituent morphemes is called a **root**. Thus, in *readability*, *read* is the root (and the base for *readable*), and *readable* is the base for *readability*, but it is not a root. Thus, the base is a relative notion that is defined with respect to the notion 'affix'. Affixes are similar to roots in that they are primitive elements. (Haspelmath, 2002:33)

Looking more closely at the preceding group of words, we can see that some affixes have to be added to the beginning of the word (e.g. un-, mis-). These are called prefixes. Other affixes have to be added to the end of the word (e.g. -less, -ish) and are called suffixes. All English words formed by this derivational process have either prefixes or suffixes, or both. Thus, *mislead* has a prefix, *disrespectful* has both a prefix and a suffix, and *foolishness* has two suffixes. (Yule, 2010:58-59)

### Suffix

When a derivational affix (Suffix) was attached to a base it changes the word to another class, that is, it derives another class. Derivational morpheme is the word cannot stand alone without attach by root,

but while attach a root the word changed the meaning, likes from, verb to noun, adjective to noun, and et, such as below

### Locus of Research

UTRACO Bangun Adyabahan Perkasa Company, Jl. Bawal Kavling 2-3, Batu Merah, Batu Ampar, Batam, Indonesia. And PT. UTRACO Gets up Mighty Adyabahan Batam constitutes moving firm at Marine's area & Offshore, Fabrication Yard, Sea is Load Sea out Facilities's Cadre, FPSO Topsides Construction, Structural, Steel Fabrication, Piping Spool Fabrication, Steam Boiler Maintenance. On year 2007, Utraco is found Group Utraco Marine and Offshore Pte Ttd as sectioned as manufacture. Utraco Marine and Offshore Pte Ltd major's self in pressure shipbuilding, blasting off process, module and common weight structure, handles group customer need in industry oil and gas.

### Research Design

This research employed descriptive qualitative, qualitative research is a research that produces descriptive data in the form of speech and writing also the behavior of people who are observed Taylor and Bogdan in Surjarweni (2014:19) This method is relevant because this the data taken are in the form of words written without there are no numbers in this method. We know there are many references that can be used as the data source in business document namely Audit Report and Quality Manual.

In this research, the data were taken from document business at UTRACO Bangun Adyabahan Perkasa Company. Data collection is the method in collecting the data. The data were collected through the process of reading the document business. The relevant data were underlined and then written down in the data list. Then, the data that have been quoted were classified based on the topic of discussion, which is called suffix. The classified data were analyzed

descriptively by applying the theory translation and grammar.

### Data Collecting Technique

In the business document the writer found more 40 and that not enough to do research, after 2 weeks the writer asked for some document businesses and finally he got another document entitled Audit Report. Finally, in both documents the writer finds 152 morphemes.

### Analyzing Data

The writer should check all of words that have relation with suffixes. And collect as much possible because the data easy to do a research. After word class of suffixes have collected. The writer should separate suffix become some parts, because suffixes have 4-word class. Those are Adjective, Adverb, Noun, and Verb. While the word attach by one of suffixes above the class changed by categories and also change the meaning.

### Discussion and Analysis

From the above data the writer found suffix in business documents Quality manual and Audit Report as much as 152 suffixes and just limited 68 morphemes. The most frequent suffix occurred are suffix -ion (29), suffix -ly (14) suffix -er, and ment (6), and suffix -or, suffix -ful, suffix, -ty, suffix -ance, -ive, suffix -ness, and suffix -ty, suffix -ary, suffix -ful, suffix -ic, suffix -ous, suffix -less, and suffix -ly (1).

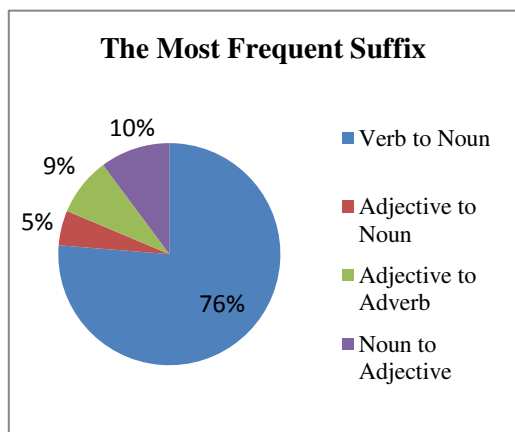


Figure 4.1 Specific Suffix

From above diagram signify the suffix verb to noun is the most commonly appearing and adjective to noun is the rarely suffix.

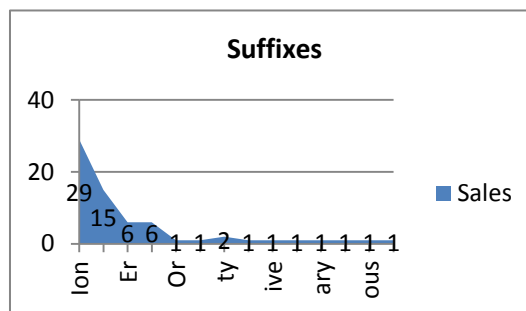


Figure 4.2 Most Frequent Suffix

From above diagram signify the suffix the most commonly appearing is suffix -ion and the second is suffix -ly. The writer found 152 suffixes in both document. The writer limited suffix divided four kinds verb to noun, adjective to adverb, adjective to noun, noun to adjective, there are 45 suffix verb to noun. There are 14 suffixes adjective to adverb, 3 suffixes adjective to adverb and 6 suffixes noun to adjective.

In suffix verb to noun there are kind of suffix, -ance, -ment, -er, -or, -ty, -ion, and suffix -ion most frequent in verb to noun, suffix adjective to adverb just suffix -ly, suffix -ly there are 14 in document business, and adjective to noun kinds of suffixes -ive, -ty, and -ful, and additionally noun to adjective there are kinds of suffix, -ary, -ful, -ic, -ous, -ly, -less.

Word class verb to noun is the most frequent, suffix occurred in business document of Quality Manual and Audit Report with suffix -ion 28 occurrences.

From the data above the writer finds out 65 specific suffixes by limited in chapter 2, 45 suffix verb to noun, suffix -er (6), suffix -or (1), suffix -ful (1), suffix, -ty (1), suffix -ance (1), and suffix -ment (6), and suffix -

ion (29). 14 suffix adjective to adverb, suffix -ly (14). 3 suffix adjective to noun, suffix -ive (1), suffix -ness (1), and suffix -ty (1), and addition 6 suffix noun to adjective, suffix -ary, suffix -ful, suffix -ic, suffix -ous, suffix -less, and suffix -ly.

From the above data the writer found suffix in business documents Quality Manual and Audit Report by limited 68 words class that are verb to noun, adjective to adverb, adjective to noun, and noun to adjective. Suffix -ion is most frequent.

### Suggestion

According to the conclusion above, the writer recommends some suggestion. The researcher can use this research or further research in morphology be better than this and to help them to understand more about the derivational morpheme to increasing their Knowledge and to apply it in their daily conversation or writing

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