

The Influence of English Ability on the Performance of the Secretary Director at Nunukan State Polytechnic

Harianti^{1*}, Siti Hajar², Hasan Suksin³, Andi Asrifan⁴

¹²³Politeknik Negeri Nunukan, ³Universitas Muhammadiyah Sidenreng Rappang

Corresponding Author: Harianti Hariantikadir1712@gmail.com

ARTICLE INFO

Keywords: English Language, Ability, Performance of the Director's Secretary

Received : 03, November

Revised : 17, November

Accepted: 22, Desember

©2023 Harianti, Hajar, Suksin, Asrifan:

This is an open-access article distributed

under the terms of the [Creative Commons](#)

[Atribusi 4.0 Internasional](#).



ABSTRACT

This research aims to find out how English language skills influence the performance of the Secretary of the Director of the Nunukan State Polytechnic. The method used in this research is the questionnaire method, with primary data collection techniques through questionnaires and secondary data collection through library research. The data analysis used is a correlation technique to prove the influence of variable X or English language skills on the performance of the Secretary of the Director of the Nunukan State Polytechnic. Based on the results of the correlation test, it shows that there is an influence of English language skills on the performance of the Secretary of the Director of the Nunukan State Polytechnic, which has a positive but not significant effect. Thus, the initial hypothesis which states that there is no significant influence between English language skills on the performance of the Secretary and Director of the Nunukan State Polytechnic can be accepted. This is based on the results of tcount which is smaller than ttable ($-1.347 < 1.701$).

INTRODUCTION

Background of Study

English language skills are becoming increasingly important in this era of globalization. English language skills enable wider access to information, effective communication with various cultures, and international work opportunities. Therefore, improving English language skills is a priority to face global challenges and expand international relations networks. According to Warman (2019), in the current era of globalization, English language skills are highly demanded by everyone.

In the era of business globalization, English has become the main language in global business communication, influencing secretaries' communication skills in answering emails, answering telephones, and communicating with superiors and clients. As secretarial duties shift to a more strategic role, English language skills become increasingly important. according to Khomsin ((2021) English language skills are an important language skill in the current era. Early age is the right time for the language learning process, including English as a second language (K2).

This can also affect secretarial career opportunities, as well as encourage companies or agencies to provide English language training to their employees. In carrying out the director's duties in realizing the vision and mission, of course the director needs a secretary. A director's secretary is an administrative professional who assists and supports the director's duties in an organization or company. Duties include preparing schedules, organizing meetings, managing communications, and taking care of related documents and reports. Multitasking skills, good communication, and maintaining the confidentiality of information are key aspects in this role. A secretary's English language skills, as one of the most important competencies in the business and professional world, plays a significant role in determining the success and effectiveness of a secretary director at the Nunukan State Polytechnic.

At Nunukan State Polytechnic, English language skills are one of the main requirements for an effective secretary director. In her role which includes communicating with external parties, establishing professional relationships with international partners and managing documents in English, English language skills will really help the director's secretary in carrying out her duties with optimal ability.

Nunukan State Polytechnic is located on the Indonesia - Malaysia border, precisely in Nunukan. So, English language skills are a very important factor in supporting someone's communication. The English language skills of the secretary of the director of the Nunukan State Polytechnic (PNN) greatly influence his performance considering that some of the director's activities are often abroad. So, to communicate with foreigners a secretary must use international languages or English. Given its strategic location, the Secretary Director's English language skills will be a strong foundation in facilitating interactions with business partners and educational institutions abroad, as well as assisting in conveying effective and accurate information to relevant stakeholders.

LITERATURE REVIEW

Previous Findings

Definition of Secretary

According to (Astuti 2020), a secretary is someone who has an important role in assisting management or executives in carrying out administrative, organizational and communication tasks in an organization or company. A secretary is responsible for ensuring that daily operations run smoothly and efficiently. According to (Armiwal & Suhaibah 2022) explaining the important functions of a secretary:

- a. The main function of the secretary is to support management or executives in carrying out administrative and operational tasks. They help in organizing schedules, arranging meetings, and coordinating daily management activities.
- b. The secretary acts as a communication bridge between management, departments, employees and external parties. They receive and convey information appropriately and efficiently.
- c. The secretary is tasked with carrying out administrative tasks such as arranging appointments, managing archives, compiling and storing documents, and preparing reports and correspondence.
- d. As the first representative of an organization or company, the secretary is tasked with welcoming and serving guests, clients or business partners politely and professionally.
- e. The secretary is often responsible for organizing meetings, both internal and external. They prepare the meeting agenda, send invitations, and ensure the readiness of all participants.
- f. Secretaries often have access to confidential or sensitive information. Therefore, they must maintain the confidentiality and security of organizational information.
- g. For leaders who frequently travel on business, the secretary will arrange the trip by arranging flight tickets, accommodation and agendas while outside the office.
- h. Some secretaries are also responsible for managing office equipment, such as stationery and other equipment.
- i. Recording and Tracking, the secretary can be tasked with recording and tracing data, including employee attendance data, financial data, or other relevant data.
- j. Supports Planning and Decision Making: In some cases, a secretary can assist management in planning certain projects or activities and provide the data necessary for decision making.

The functions above show how important the role of a secretary is in maintaining the smooth and efficient operation of an organization or company. They are the backbone in supporting management and carrying out administrative tasks, thereby enabling management to focus more on core and strategic tasks.

According to Ardyawin, Junaidi, et al (2020), there are several main objectives of a secretary, namely as follows:

- a. To help maintain operational efficiency in the workplace.
- b. To providing administrative support to management or executives, including arranging schedules, arranging meetings, arranging business trips, and coordinating daily activities.
- c. As a communication bridge between management, departments and external parties.
- d. To supporting management in carrying out their responsibilities.
- e. To organize and organize meetings or events
- f. To maintain a professional image and positive impression in interacting with guests, clients or business partners.
- g. To responsible for maintaining the confidentiality of confidential.
- h. The secretary can provide relevant and accurate information
- i. To manage time efficiently and prioritize urgent tasks.
- j. Supports Organizational Development

English Language Ability

English proficiency refers to a person's level of proficiency and mastery in communicating using English, both spoken and written. This includes understanding grammar, vocabulary, listening comprehension, speaking skills and writing skills in English. English language skills are very important in the context of globalization because it is an international language used in international communication, business, education and technology (Inayah, 2022). Meanwhile, according to {Haryadi, 2020} Language English is an international language and its presence is needed in all fields, both in the work environment and in government. Meanwhile, assessing English language skills includes assessing various aspects of language proficiency, including oral comprehension, speaking ability, written comprehension and writing ability. The following are several factors that are often assessed in assessing English language proficiency:

- a. Oral Comprehension (Listening Comprehension): This assessment involves a person's ability to understand conversations, interviews, or audio texts in English. These abilities include identifying details, understanding important information, drawing conclusions, and responding appropriately to audio material.
- b. Speaking Ability (Speaking Proficiency): In this assessment, a person's speaking ability is assessed based on clarity of pronunciation, communication skills, use of appropriate vocabulary, and ability to convey ideas fluently and structured.
- c. Reading Comprehension: Writing comprehension involves a person's ability to understand written texts in English, including understanding the main idea, identifying specific information, and interpreting the meaning of the words and sentences used.
- d. Writing Ability (Writing Proficiency): Assessment of writing ability concerns a person's ability to compose written texts in English. This

includes the ability to organize ideas, use correct grammar, develop arguments, and present information in a clear and structured manner.

The results of this assessment can provide a more comprehensive picture of a person's level of English proficiency and can be used in various contexts, such as education, work, or other purposes.

Performance

Performance according to Arista & Nurlaila (2022) in their book explains the meaning of performance, namely performance refers to the results or achievements of a person or group in carrying out their duties or responsibilities. Human resources are an activity carried out in order to study, analyze and determine human resource needs in a company or organization in order to meet human resource needs (Onsardi 2022). According to (Susan. E, 2019) Human Resources (HR) is something that is very important and must be owned in order to achieve organizational or company goals. According to (Tamsah, H. and J. Nurung, 2022) Human resource management is planning, organizing, coaching and supervising human resource activities, procurement, development, compensation, integration, maintenance and release to achieve various personal, organizational and societal goals.

Meanwhile, according to (Silaen, Syamsuriansyah 2021) in his book he explains the meaning of performance, namely the work results achieved by someone in completing their responsibilities, which is what is meant by performance. The level of success of a person in carrying out all his duties within a certain period of time is also called performance.

According to Daulay, Kurnia (2019) in his book explains several factors that influence performance, here are several factors that can influence a person's performance in the work environment:

- a. A person's level of ability and skill
- b. A person's level of motivation
- c. Work environment
- d. Availability of resources such as technology
- e. The effectiveness of communication in the workplace
- f. The level of support and recognition
- g. Too heavy a workload or lack of work-life balance
- h. Appropriate training and career development opportunities
- i. Good policies and procedures
- j. Personal factors

Performance measurement can be concluded as an action tool that analyzes operations within a company from the scope of the company owner, company management and employees in working together in sustainable activities to realize common goals (Fahrudin 2020). Meanwhile, according to Pratiwi, Handayani et al, (2020) explanation regarding performance measurement is the process of evaluating and analyzing the results or achievements of individuals, teams or organizations in achieving goals or meeting predetermined standards.

Furthermore, according to (Silaen, Syamsuriansyah, et al, 2021) performance appraisal is the most commonly used method for evaluating and appreciating performance. Performance appraisal focuses on assessment as a process of measuring the extent to which the work results of a person or group of people can be useful for achieving existing goals.

Performance indicators are aspects that serve as benchmarks for assessing a person's performance. Indicators that measure work according to (Riwu & Wibowo, 2021) provide several indicators of employee performance, namely:

- a. Productivity
- b. Work quality reflects
- c. Efficiency measures
- d. Employees' ability
- e. Good attendance
- f. The level of achievement of targets
- g. The level of employee involvement and participation in organizational
- h. The quality of team work
- i. Employee personal and professional progress
- j. Feedback and evaluation

In conclusion, employee performance measurement and evaluation is an invaluable tool in human resource management and helps organizations better achieve their goals. This also encourages employees' personal and professional development, as well as creating a more accountable and focused work environment to achieve better results.

Framework

With a framework, information about a topic or issue can be broken down into components that are easier to understand and organize, and help in designing research or writing effectively. So the framework of research is as follows:

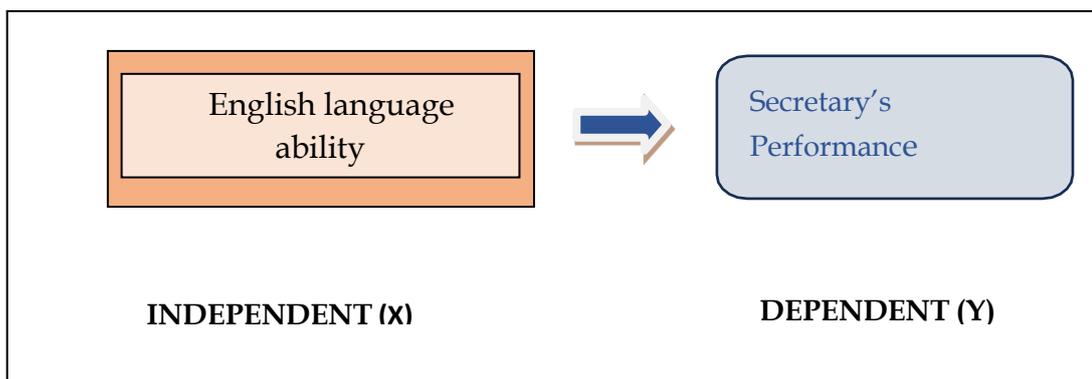


Figure 1. Research Concept

METHODOLOGY

Research Design

This research aims to measure how much influence English language skills have on the performance of the Secretary of the Director of the Nunukan

State Polytechnic and this method is felt to be more sensitive, adaptive and flexible to what is being studied and makes it easier to learn it. The research was conducted at the Nunukan State Polytechnic which is located at Jl. Ujang Dewa, Ujang Dewa, South Nunukan., Nunukan Regency, North Kalimantan. This research was carried out according to a predetermined time period of approximately two months, starting from June to August 2023.

Source of Data

Researchers use questionnaires to collect data, so the data sources are called respondents (people who respond or answer the researcher's questions, both written and verbal). If using observation, the data source can be objects, movements, or processes. If researchers use documentation, then documents or notes are the data source. Research data sources consist of secondary and primary data sources. Types of data based on source include:

1. Primary Data
2. Secondary Data

Procedure of Data Collection

To obtain data from two variables in this research, namely the English Language Skills of the Secretary of the Director of the Nunukan State Polytechnic and the Performance of the Secretary of the Director of the Nunukan State Polytechnic, using a questionnaire or questionnaire method.

1. Observation
2. Questionnaire (Questionnaire)

Technique of Data Analysis

Questionnaire Quality Test (Questionnaire)

Validity Test

According to {Darma, 2021} Validity is a product of validation. The basis for decision making from the validity test is:

1. By comparing the r-calculated value with the r-table, where if the r-calculated value $>$ r-table then the statement is declared valid. Conversely, if the r-count value $<$ r-table then it is declared invalid.
2. By looking at the significance value (sig) where if the significance value is < 0.05 then the statement is said to be valid. Conversely, if the significance value is > 0.05 then the statement is said to be invalid.

Reliability Test

The basis for decision making for the reliability test according to (Al Hakim, 2021) The reliability test is carried out in its entirety on all items or question items contained in the questionnaire to be studied.

1. The basis used in making decisions regarding reliability tests is that if the value of Cronbch's Alpha is greater than 0.70 then the questionnaire or questionnaire can be called reliable.
2. Meanwhile, if the value of Cronbach's Alpha is less than 0.70, the questionnaire is said to be unreliable.

Correlation Coefficient

To find out whether there is a significant correlation (relationship) between English Language Ability (X) and the performance of the Secretary of the Director of the Nunukan State Polytechnic (Y), it can be seen by using the correlation formula which is searched with the help of SPSS 26. The research results can provide 3 possibilities regarding the relationship between the two variables, namely:

1. A positive r value indicates a positive relationship between the two variables, meaning that an increase in the value of one variable is followed by the value of the other variable.
2. A negative r value indicates a negative relationship between the two variables, meaning that a decrease in the value of one variable is followed by the other.
3. An r value equal to zero indicates that the two variables have no relationship, meaning that one variable remains even if the other changes.

Coefficient of Determination (R^2)

The aim of using this analysis technique is to find out how much influence work environment variables (X) have on employee performance variables (Y). So it can be calculated using the determinant coefficient formula as follows:

$$D = (r)^2 \cdot 10$$

Where :

D = Determinant coefficient

RxY = Correlation Coefficient between X and Y

Linear Regression Test

Simple linear regression analysis is a linear relationship between an independent variable (X) and a dependent variable (Y), or in the sense that there are variables that influence and there are variables that are influenced in linear regression to see the relationship between the two variables tested with the formula as follows following:

$$Y = a + Bx \text{ Note:}$$

Y = Dependent variable X = Independent variable

A = Constant (Y value when X = 0)

B = Regression Coefficient (the value increases if it is positive or decreases if it is positive or decreases if it is negative).

Three steps comprise data analysis. Classifying data comes first after data collection. Intensive poem reading was the initial classifying phase. For easy analysis of signified words in the poem, the researchers read intensely and frequently. In the second step, the researcher exhibited classified data and used semiotic theory to answer research questions. The scholars studied the poem's symbolic words and chose them for interpretation. This step involves interpreting symbols in the poem to uncover the author's moral meaning. The researcher concluded and wrote the results in systemic writing.

RESULTS

Data Presentation

The variable X in this research is English language ability which consists of four sub variables, namely, Listening (X1), Writing (X2), Reading (X3), and Speaking (X4) while the Y variable in this research is the Performance of the Secretary of the Director of the Nunukan State Polytechnic.

Data Analysis

To find out accurate results in this research, accurate and reliable measuring instruments are needed, so the data was tested using IBM SPSS. By using appropriate analytical methods, researchers can uncover patterns that may not be immediately visible and present findings that support the arguments or hypotheses put forward.

Validity and Reliability Test

Validity Test

- By comparing the calculated r value with r table, where if r calculated value > r table then the statement is declared valid. Conversely, if the r-count value < r-table then it is declared invalid. How to find the r-table, namely N - 1 at 5% significance, then the r-table value is +0.3009 and +0.9000
- By looking at the significance value (sig) where if the significance value is <0.05 then the statement is said to be valid. Conversely, if the significance value is > 0.05 then the statement is said to be invalid.

Tabel 1. Correlations (Variable X Validity Test Output Results)

		Correlations				
		X1	X2	X3	X4	Total
X1	Pearson Correlation	1	0,419	0,203	0,113	0,638
	Sig. (2- tailed)		0,021	0,282	0,551	<,001
	N	30	30	30	30	30
X2	Pearson Correlation	0,419	1	0,198	0,324	0,74
	Sig. (2-tailed)	0,021		0,294	0,081	<,001
	N	30	30	30	30	30
X3	Pearson Correlation	0,203	0,198	1	0,134	0,564
	Sig. (2- tailed)	0,282	0,294		0,48	0,001
	N	30	30	30	30	30
X4	Pearson Correlation	0,113	0,324	0,134	1	0,656
	Sig.(2-tailed)	0,551	0,081	0,48		<,001
	N	30	30	30	30	30

	Pearson Correlation	0,638	0,74	0,564	0,656	1
	Sig.(2-tailed)	<,001	<,001	0,001	<,001	
Total	N	30	30	30	30	30

*. Correlation is significant at the 0.05 level (2-tailed).

**. Correlation is significant at the 0.01 level (2-tailed).

Source: Processed Results in Spss

Tabel 2. Correlations (Variable Y Validity Test Output Results)

		Correlations						
		Y1	Y2	Y3	Y4	Y5	Y6	Total
Y1	Pearson Correlation	1	0,575	0,64	0,429	0,819	1,000	1,000
	Sig. (2-tailed)		0,010	0,003	0,067	0,000	0,000	0,000
	N	19	19	19	19	19	3	3
Y2	Pearson Correlation	,575	1	,650	,584	,638	1,000	1,000
	Sig. (2-tailed)	0,010		0,003	0,009	0,003	0,000	0,000
	N	19	19	19	19	19	3	3
Y3	Pearson Correlation	,640	,650	1	,512	,779	1,000	1,000
	Sig.(2-tailed)	0,003	0,003		0,025	0,000	0,000	0,000
	N	19	19	19	19	19	3	3
Y4	Pearson Correlation	0,429	,584	,512	1	,724	1,000	1,000
	Sig. (2-tailed)	0,067	0,009	0,025		0,000	0,000	0,000
	N	19	19	19	19	19	3	3
Y5	Pearson Correlation	,819	,638	,779	,724	1	1,000	1,000
	Sig. (2-tailed)	0,000	0,003	0,000	0,000		0,000	0,000
	N	19	19	19	19	19	3	3
Y6	Pearson Correlation	1,000*	1,000**	1,000**	1,000**	1,000**	1	1,000**
	Sig. (2-tailed)	0,000	0,000	0,000	0,000	0,000		0,000
	N	3	3	3	3	3	3	3
Total	Pearson Correlation	1,000	1,000	1,000	1,000	1,000	1,000	1
	Sig. (2-tailed)	0,000	0,000	0,000	0,000	0,000	0,000	
	N	3	3	3	3	3	3	3

**. Correlation is significant at the 0.01 level (2-tailed).

*. Correlation is significant at the 0.05 level (2-tailed).

Source: Processed Results in Spss

Tabel 3. Correlations (Variable Validity Test Output Results)

No	Variable Indicators (X1)	RCount	r table	S Sig	Value Sig	Description
1	<i>Listening</i> (X1.1)	0,638	0,3061	0,05	<0,01	Valid
2	<i>Reading</i> (X1.2)	0,740			<0,01	
3.	<i>Writing</i> (X1.3)	0,564			0,01	
4.	<i>Speaking</i> (X1,4)	0,656			<0,01	
No	Variable Indicators (Y)	r Count	r table	S Sig	Value Sig	Description
1.	<i>Quantity</i> (Y1)	1,000	0,9877	0,05	0,249	Valid
2.	<i>Presences at work</i> (Y2)	1,000			0,084	
3.	<i>Quality of output</i> (Y3)	1,000			0,084	
4.	<i>Efficiency of work completed</i> (Y4)	1,000			0,084	
5.	<i>Effectiveness of work completed</i> (Y5)	1,000			0,084	
6.	<i>Timelines of output</i> (Y6)	1,000			0,084	

The results of the validity test show that all indicators for each variable have a Pearson Correlation value greater than r table (0.3009) and (0.9000) and a significant value smaller than 5% so it can be said that the entire concept of measuring each indicator is that these variables are valid. so that in the future the items in each variable concept are suitable for use as measuring tools.

Reliability test

In the concept of reliability testing, there are several basics of reliability testing Cronchbach's Alpha:

- a. A research questionnaire is said to be of quality if its validity and reliability have been proven
- b. Reliability testing is carried out after the questionnaire items are declared valid.
- c. The purpose of the reliability test is to see whether the questionnaire has consistency if measurements are carried out using the questionnaire repeatedly.
- d. Reliability tests can be carried out jointly on questionnaire items on a research variable.

The basis for making reliability test decisions according to (Al Hakim, 2021) Reliability tests are carried out as a whole on all items or question items contained in the questionnaire to be studied.

- a. The basis used in making decisions regarding reliability tests is that if the Cronbach's Alpha value is greater than 0.70 then the questionnaire or questionnaire can be said to be reliable.
- b. Meanwhile, if the Cronbach's Alpha value is less than 0.70, the questionnaire is said to be unreliable.

Tabel 4. Item-Total Statistics (Variabel X)

Item-Total Statistics					
	Mean if	Variance if	Corrected	Squared	Cronbach's
	Item	Item	Item-Total	Multiple	Alpha if Item
	Deleted	Deleted	Correlation	Correlation	Deleted
X1	8,1667	2,351	0,342	0,191	0,456
X2	8,4333	2,047	0,477	0,260	0,335
X3	8,5000	2,534	0,243	0,063	0,532
X4	8,3000	2,148	0,268	0,111	0,531

Source: Processed Results in Spss

Tabel 5. Item-Total Statistics (Variabel Y)

Item-Total Statistics					
	Scale	Scale	Corrected	Squared	Cronbach's
	Mean if	Varianceif	Item-	Multiple	Alpha if
	Item	Item	Total	Correlation	Item
	Deleted	Deleted	Correlation		Deleted
Y1	14,0000	3,000	1,000		0,556
Y2	14,6667	4,333	0,277		0,769
Y3	14,0000	3,000	1,000		0,556
Y4	14,6667	4,333	0,277		0,769
Y5	14,6667	4,333	0,277		0,769
Y6	14,6667	4,333	0,277		0,769

Source: Processed Results in Spss

Tabel 6. Reliability Test Output Results

No.	Variable Indicators (X1)	Value Cronchbach's Alpha	Standard Cronchbac h'sAlpha	Description
1	<i>Listening (X1.1)</i>	0,456	0,06	<i>Reliable</i>
2	<i>Reading (X1.2)</i>	0,335		
3.	<i>Writing (X1.3)</i>	0,532		
4.	<i>Speaking (X1,4)</i>	0,531		
No.	Variable Indicators (Y)	Value Cronchbach's Alpha	Standard Cronchbach' sAlpha	Description
1.	<i>Quantity</i>	0,556	0,06	<i>Reliable</i>
2.	<i>Presences at work</i>	0,769		
3.	<i>Quality of output</i>	0,556		

4.	Efficiency of work completed	0,769
5.	Effectiveness of work completed	0,769
6.	Timelines of output	0,769

Source: Processed Results in Spss

Hypothesis Test

T- test (Partial)

The basis for decision making for the t test is:

1. If the calculated t value > t table then there is an influence between variable X and Y.
2. If the calculated t value < t table then there is no significant influence between variable X and variable Y.
3. If the Sig value <0.05 then there is a significant influence between variable X and variable Y.

If the Sig value is > 0.05 then there is no significant influence between variable X and variable Y.

Table 7. Coefficients

Coefficients ^a					
Model	Unstandardized Coefficients		Standardized Coefficients	T	Sig.
	B	Std. Error			
1	(Constant)	26,895	9,719		
	TotalX	-1,105	0,820	-0,803	

a. Dependent Variable: totally

Source: Processed Results in Spss

From the output results, the tcount value for variable X1 is -1.347 < ttable 1.701, so it can be concluded that there is no significant influence between variable X and Y. This is in line with the second decision making where the significance value of the variable.

Coefficient of Determination Test (R2)

The purpose of the coefficient of determination test (R2) is to find out the percentage contribution of Variable X and Variable Y.

Table 8. Coefficient of determination

Model Summary				
Model	R	R Square	Adjusted R Square	Std. Error of the Estimate

1	,803 ^a	,645	,289	2,91999
a. Predictors: (Constant), TotalX				

Based on the output results above, it is known that the R square value is 0.289, which means that the influence of the independent variable (X) on the dependent variable (Y) is 28.9 percent and 71.1 percent is influenced by other variables not studied by researchers.

DISCUSSION

English language skills have become an increasingly important aspect in today's world of work, especially in the secretarial profession. The director's secretary has a very important role in carrying out administrative, communication and coordination tasks within an organization or agency. Nunukan State Polytechnic as a tertiary institution certainly has high demands on the quality of the performance of the director's secretary. In this case, English language skills are something that needs to be considered, because the Nunukan State Polytechnic may have relationships or collaborations and activities with foreign parties or require communication with various international parties.

Based on the results obtained after the author conducted research, it turns out that each independent variable (X) has an influence on the dependent variable (Y), where variable (X) is the English language ability of the Director's Secretary. Nunukan State Polytechnic and Variable (Y) Performance of the Secretary to the Director of the Nunukan State Polytechnic. In the coefficient of determination test, there is an R² square value of 28.9%, while the remaining 71.1% is influenced by other variables outside this research. In connection with the research that has been carried out, here we will discuss several things as follows:

- a. The listening variable has a positive but not significant effect on the performance of the Secretary of the Director of the Nunukan State Polytechnic
- b. The Reading variable has a positive but not significant effect on the performance of the Secretary of the Director of the Nunukan State Polytechnic
- c. The Writing variable has a positive but not significant effect on the performance of the Secretary of the Director of the Nunukan State Polytechnic
- d. The Speaking variable has a positive but not significant effect on the performance of the Secretary of the Director of the Nunukan State Polytechnic

CONCLUSIONS AND RECOMMENDATIONS

After the author has finished conducting this research, from the results of the analysis and discussion it can be concluded that English language skills have a positive but not significant effect on the performance of the secretary of the director of the Nunukan State Polytechnic. However, it does not rule out the

possibility that English language skills are still important for all secretaries, employees and superiors because the world of education, business and so on must be able to interact and communicate with foreign countries.

1. After taking the test, some of the English skills Variable (X) have a positive but not significant effect on the performance of the secretary of the director of the Nunukan State Polytechnic.
2. Based on the conclusion above, it is proven by the large contribution made by the English language ability variable (X) on the performance of the secretary of the director (Y) of the Nunukan State Polytechnic, namely 28.9%.

FURTHER STUDY

This research still has limitations so further research needs to be carried out on the topic "The Influence of English Ability on the Performance of the Secretary Director at Nunukan State Polytechnic."

REFERENCES

- Al Hakim, (2021) "Validity and Reliability of the Achievement Motivation Questionnaire"
- Ardyawin, I., et al. (2020). "The Role of the Secretary in Streamlining Leadership Duties at the West Nusa Tenggara Province Industry Service." *Journal of Library Science (JIPER)* 1(2).
- Arista & Nurlaila (2022). "THE INFLUENCE OF THE FINANCIAL REPORT RECORDING SYSTEM ON OPTIMIZING EMPLOYEE PERFORMANCE IN REGIONAL PUBLIC ENTERPRISES (PUD) MEDAN CITY MARKET"
- Armiwal, A. and S. Suhaibah (2022). "The Role of the Service Secretary in Improving Employee Performance at the Aceh Manpower and Population Mobility Service." *Journal of Research Science* 12(3): 705-713.
- Astuti, C. W. (2020). "Application of Secretary Competencies in the World of Work." *Journal of Administration and Secretaryship* 5(2): 88-98.
- Darma, (2021) RESEARCH STATISTICS USING SPSS (Uji
- Daulay, R., et al. (2019). Analysis of factors that influence employee performance in regional companies in Medan City. *Proceedings of the National Entrepreneurship Seminar*.
- Fahrudin, W. A. (2020). "Performance Measurement Analysis Using Balance Scorecard to Determine Key Performance Indicators at Pt Mulia Artha Anugerah." *JITMI (Jurnal Ilm. Tech. dan Manaj. Ind., vol. 3, no. 1, p. 15, 2020, doi: 10.32493/jitmi.v3i1.y2020.p15-23*.
- Nafis, (2020) Website Based Gym Membership Service Information System at Rdr Fitness
- Novia Ruth, S., et al. (2021). EMPLOYEE PERFORMANCE. Bandung, CV WIDINA MEDIA UTAMA.
- Nuridin, R. H. (2019). "Measuring Company Performance at Pt. Yyy Using the Balanced Scorecard Method." *Journal of Business Management and Entrepreneurship* 3(3).
- Onsardi, O. (2020). *Human Resource Management, Center for Open Science*.

- Pratiwi, B. P., et al. (2020). "Measurement of Air Quality System Performance with WSN Technology Using Confusion Matrix." *Upgris Journal of Informatics* 6(2).
- Riwu, S. L. and A. Wibowo (2021). "Hospital performance assessment using the balanced scorecard approach: Systematic review." *Journal of Hospital Foundation Health Management. Dr. Soetomo* 7(2): 267-283.
- Sari, (2016). "THE INFLUENCE OF WORKING CAPITAL AND LIQUIDITY ON PROFITABILITY IN PHARMACEUTICAL SUB-SECTOR MANUFACTURING COMPANIES, 2016-2020"
- Silaen, N. R., et al. (2021). "Employee performance."
- Sugiyono, (2014). "EFFECTIVE CLASSROOM MANAGEMENT: RESEARCH IN THREE HIGH SCHOOLS."
- Supardi, (2023). "Performance Evaluation Analysis of Graduates of the D-3 Administrative Management Study Program at the Arianti Secretarial and Management Academy (ASM)."
- Susan, E. (2019). "Human Resource Management." *Adaara: Journal of Islamic Education Management* 9(2): 952-962.
- Tamsah, H. and J. Nurung (2022). "Human Resource Management." Validity, Reliability Test, Simple Linear Regression, Multiple Linear Regression, t Test, F Test, R²)
- Warman, (2019). "TRAINING PROGRAM TO IMPROVE THE ENGLISH LANGUAGE SKILLS OF ORPHANAGE CHILDREN THROUGH STUDENT EMPOWERMENT."