SYSTEMATIC LITERATURE REVIEW
Management of the Emglish Course Program in Improving Students' English Speaking Skills

Sofie Wiwit Larasati

Department of Non-Formal Education, Faculty of Teacher Training and Education
Sultan Ageng Tirtayasa University, Banten-Indonesia
Email: 2221210066@untirta.ac.id

ABSTRACT

The era of globalization is growing rapidly and driving so many changes, the development of the world has an impact on the opening of foreign cultures around the world. Many challenges and needs in the future need to be prepared. One of them is the use of foreign languages that are indispensable today. English is one of the international languages that needs to be emphasized in education today. There are still many schools in Indonesia whose teachers are still unable to teach English. But with the advanced era, non-formal education has an educational unit, namely courses. Courses can be followed by all circles of society according to their respective needs. English courses are now in the spotlight of people who have realized the importance of English in this era of globalization. A course with good program management will attract the community and will produce competent students. The selection of interesting learning methods will make students more eager to learn and will train their skills.

Keywords: Program Management; English; Course

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The era of globalization is growing rapidly and driving so many changes, the development of the world has an impact on the opening of foreign cultures around the world. Many challenges and needs in the future need to be prepared. One of them is the use of foreign languages that are indispensable today. English is one of the international languages that needs to be emphasized in education today. There are still many schools in Indonesia whose teachers are still unable to teach English. But with the advanced era, non-formal education has an educational unit, namely courses. Courses can be followed by all circles of society according to their respective needs. English courses are now in the spotlight of people who have realized the importance of English in this era of globalization. A course with good program management will attract the community and will produce competent students. The selection of interesting learning methods will make students more eager to learn and will train their skills.

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INTRODUCTION

Education is a continuous process and will never end, so that it can produce quality aimed at future human figures, and is rooted in the cultural values of the nation and Pancasila. In Law No. 20 of 2003 concerning the national education system, in article 3 which contains national education functions to develop abilities and shape the character and character of a dignified nation in order to educate the nation's life, which aims to develop the potential of students to become human beings who are faithful and devoted to God Almighty, have noble character, are healthy, knowledgeable, capable, creative, independent, and become democratic and responsible citizens.

English language education in Indonesia is becoming increasingly important in line with the development of globalization and international integration. English has become an international

language used in various fields, including business, technology, and cross-cultural communication. Therefore, the demand for effective and quality English courses is increasing rapidly.

In Indonesia, many English course institutions offer programs to improve learners' English speaking skills. One of them is the English course program. Although English courses but there are still many problems faced in the management of the course, one of which is the lack of understanding of the learners of the material taught so as to cause the low level of English speaking ability. In addition, the lack of motivation and support from the environment is also a factor that affects students' English speaking ability.

Therefore, it needs to be emphasized again in the management of the course program. management or management is a systematic action that starts from planning, organizing, mobilizing, controlling and developing to evaluating all components of the organization to achieve certain predetermined goals. Based on the function of management (management), it can be outlined that the stages in carrying out management include: planning, organizing, implementing, and supervising.

According to Roni Artasamita (1983: 10) the definition of a course is an educational activity that is carried out deliberately, organized, and systemic to provide one subject or a series of certain lessons to adults or adolescents in a relatively short time so that they gain knowledge, skills and attitudes that can be used to develop them and their communities.

A course is an out-of-school education unit that provides various types of knowledge, skills and mental attitudes for learning citizens who need provisions in developing themselves, working for a living and continuing their education to a higher level.

According to Artasasmita (in Hatimah and Sadri, 2008:44) courses are self and community development obtained from educational activities and materials in a relatively short time in order to gain knowledge, skills, and attitudes that can be utilized.

According to Sukmana, the elements of the course include learning resources, learning citizens, course organizers, non-educative personnel, infrastructure and facilities, learning funds, learning programs, learning methods, learning outcomes, and learning yeast. As with other non-formal education programs, the elements in course learning have characteristics and specificities in accordance with the objectives of its implementation.

The definition of the course can be concluded that the course is a place of learning for people who need knowledge in which there is no attachment in age and gender. The elements in the course are learning resources, learning citizens, course organizers, non-educative personnel, facilities and infrastructure, learning funds, learning programs, learning methods, learning outcomes and learning yeast. It is known from the above opinion that English course management is English language education with a relatively short time in an organized and systematic way.

According to Hasan Alwi (2002: 707-708) ability comes from the word able, which means the first power (can, able) to do something and the second is. Ability itself means ability, proficiency, strength, wealth. Meanwhile, ability according to language means a person's ability to use adequate language seen from the language system, including manners, understanding turns in conversation.

The ability to speak is possessed by all humans. But the skill of speaking in front of a crowd is not necessarily possessed by everyone. Speakers must develop techniques for preparation, for structuring the talk, for transmitting energy and enthusiasm, and for capturing and responding to the listener's interest. The basis of an effective talk is competent preparation. In this day and age everyone is required to be skilled in speaking (Bill Scott, 1987:5).

Speaking ability is the ability to express opinions or thoughts and feelings to a person or group orally, either face to face or at a distance. Moris in Novia (2002:54) states that speaking is a natural means of communication between members of society to express thoughts and as a form of social behavior. Meanwhile, Wilkin in Maulida (2001:14) states that the purpose of teaching English today is to speak. Furthermore, Wilkin in Oktarina (2002:45) states that speaking skills are the ability

to compose sentences because communication occurs through sentences to display different behaviors that vary from different societies.

Krashen (1982: 55) the factors of language ability consist of: (a) Internal factors, namely: aptitude, self- confidence, character, way of thinking and assumptions or perceptions and (b) external factors namely: teachers, environment and habits. Environmental creation is a very important factor in language learning from teachers or lecturers. Such conditions allow the input (input) received by students to be maximized and understood because of the supportive environment and students are involved in real and interesting communication situations (Krashen, 1982: 55). Krashen further states that the classroom cannot provide comprehensible input for language acquisition.

Hornby, AS (1983:48) and Alexander, LG (1984:72) English language skills include several components namely pronounciation, intonation, sentence stress, grammar and vocabulary. In order to improve the ability, it is necessary to develop these five components.

1. Pronunciation

   Pronouncing words or sentences in English is not difficult for Indonesians, with it can be trained quickly and easily. To improve we must focus on one dialect or accent. Referring to two different accents becomes confusing.

2. Intonation

   When someone is angry, the intonation used will be different from when they are happy. Likewise, when someone is leading a speech, their intonation will be different from those who are doing a presentation. Intonation is an important part of English speaking skills. With mastery of intonation, conversations will sound natural and not stiff or robotic. The way to practice this skill is by learning the different sounds or tones in speaking skills.

3. Sentence stress

   Sentence stress is one of the factors that support the improvement of English intonation skills. This skill can determine the main verb in English, sometimes the speaker seems to say the sentence in a hurry, this is true but it is caused by the contraction of the sentence. For example: "how was that cup of tea you have ordered before?" would sound like "how's tha' cuppa tea you've ordered before?". To practice this skill listen to audio books or English songs regularly and follow the lyrics back.

4. Grammar

   Improving English grammar strengthens our speaking skills by improving our skills and increasing our confidence when we try to form sentences in English. To improve this skill, apart from practicing grammar problems, you can use the English as a second language (ESL) forum to practice your grammar with other students or even with native speakers.

5. Vocabulary

   Accumulating as much vocabulary as possible is the last step. This can be done by reading a lot of English books and using the help of dictionaries to support the learning process. These are some of the components that must be considered in order to improve English speaking skills.

Based on the above opinions, it can be concluded that the components of English speaking are pronounciation, intonation, sentence stress, grammar and vocabulary. Program management is a fundamental thing that is important to focus on to produce learners with the best quality so that they can provide for their lives. One of the targets that is the main focus in this research is the success of management in improving students' English speaking skills. Therefore, program management is more focused producing skilled learners.

RESEARCH METHODS

This research was made using the concept of literature review, namely the disbursement of research sources by collecting literature from several journals to facilitate the search related to the management of English language course programs in improving students' English language skills.

Systematic Literature Review (SLR) is a term for a way of identifying, evaluating, and interpreting all available research that is relevant to the formulation of the problem or topic area under study. (Calderon and Ruiz 2015). Systematic Literature Review (SLR) is defined as the process of identifying, assessing and interpreting all available research evidence with the aim of providing answers to specific research questions (Kitchenham et al., 2009).

SLR research is conducted to identify, evaluate, and interpret all relevant research results related to specific research questions, specific topics, or phenomena of concern (Kitchenham, 2004). The purpose of this SLR or Systematic Literature Review research is to find strategies that will help overcome the problem at hand and identify different perspectives related to the problem being studied and reveal relevant theories.

RESULTS AND DISCUSSION

Program management is a systematic process of planning, organizing, directing and controlling resources and activities to achieve specific goals. In the context of education, program management covers various aspects such as curriculum, human resources, facilities and evaluation to ensure that the education program runs effectively and efficiently.

Effective program management requires careful planning, good organization, efficient implementation, and strict control. With a systematic approach, educational programs, including English language learning programs, can achieve the desired goals and provide maximum benefits for learners.

English courses offer structured learning methods and a supportive learning environment, providing ample opportunities to practice speaking, as well as constructive feedback. In addition, the motivation and discipline built into the course ensures consistency in learning, while access to diverse learning resources deepens participants' understanding and skills. Thus, joining an English course is a very important and effective step in achieving fluency and communication competence in English.

Robert Phillipson: This linguist emphasizes that English plays a key role in economic and social globalization. In his book "Linguistic Imperialism," Phillipson explains that mastery of English can open up access to wider educational and employment opportunities, as well as facilitate knowledge exchange and innovation. English education in schools is less emphasized, hence the need to take English courses.

In this era of increasingly connected globalization, the ability to speak English has become very important and provides many significant benefits. English has become an international language used in various fields such as business, education, technology and communication. It not only enhances career opportunities but also broadens one's horizons in various aspects of life.

One of the main reasons English speaking skills are important is for international communication. As a lingua franca, English allows individuals from different cultural backgrounds and countries to communicate effectively. This is especially important in the international business world, where multinational companies operate in different countries with teams made up of individuals from different countries. The ability to speak English enables better collaboration, faster problem-solving and more effective decision-making.

In education, the ability to speak English opens up access to many opportunities. Many of the world's leading universities use English as the language of instruction. With the ability to speak English, students can access high-quality education programs abroad, participate in student exchanges, and attend international academic conferences. In addition, much scholarly literature and educational resources are available in English, which expands students' knowledge and understanding of various subjects.

In a professional context, the ability to speak English is an important requirement in recruitment and often promotion. Many multinational companies look for employees who can

communicate well in English, as this facilitates coordination between headquarters and branches in different countries. It also increases one's competitiveness in the job market, opens up wider career opportunities and enables international career mobility.

Travel and tourism is also made easier and more enjoyable with the ability to speak English. In many tourist destinations, English is used as a second language, making it easier for travelers to communicate with locals, understand tour guides, and enjoy a richer and more immersive travel experience.

In addition, the ability to speak English provides access to global information and media. Many news, articles, videos and scientific publications are available in English. With this ability, individuals can keep up to date with global issues, understand the latest trends, and participate in discussions on important issues in the world.

The ability to sepak English also allow individuals to engage in international communities and global organizations that focus on issues such as the environment, health, and human rights. This allows them to contribute to global efforts and make a significant difference.

Overall, the ability to speak English is an invaluable skill in this incrasingly connected world. Is not provides as competitive adventage in careers and education but also enriches personal life by opening doors to different cultures, information an experiences. This ability becomes an important asset that helps individuals adapt and thrive in a dynamic global environment.

Table. 1 Research results on the influence of digital technology on education.

No.	Title, Research, and Year of Research	Research Results
1.	Management of English Course Program at English Cafe Yogyakarta. (Muhammad Hilman Agost Dermawan 2017).	English course program management is an important process in improving the quality of non-formal education in Indonesia. There are several aspects in the management of English course programs. (1) Educator Competence, educators who teach English course programs must have competence in accordance with established standards. They must attend relevant quality improvement training and have competence in accordance with their field of work. (2) Information Facilities, Institutions organizing English language course programs should provide information facilities that are efficient, effective, and easily accessible. This helps learners understand the program and access the necessary in nation. (3) Fund Receipt and Expenditure Documents, English course organizers should have clear and regular documents (bookkeeping) of fund receipts and expenditures. This ensures transparency and accountability in the use of funds. (4) Assessment Standards, Educational assessment standards relating to the mechanisms, procedures and instruments for

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		assessing the learning outcomes of English language course learners should be implemented. Program organizers should assess learning outcomes periodically and use assessment techniques in the form of portfolios/practices.
2.	Management of Chinju Course Institute (LPK) in Organizing Korean Language Course in Bengkulu City. (Ricard Neton Priago 2013).	In general, the purpose of this research is to describde how the manajement of LPK Chinju Course Instutution in organising Korean language course program. While specifically the purpose of this research is to find out, 1). How is the management in organizing Korean language courses at LPK Chinju Bengkulu City? 2). How is the planning carried out by LPK CHINJU in determining the material to be delivered? 3). how is the management carried out by LPK CHINJU Bengkulu City in determining the tutor who will deliver the material? 4). How is the management carried out by LPK CHINJU in determining the facilities and infrastructure to be used? The method used in this research is to use qualitative research methods using a descriptive analysis approach, with data collection techniques in the form of observation, interviews, and documentation. The informants in this study were the managers of LPK Chinju Bengkulu, namely the Chairperson, Secretary, and Treasurer.
3.	Improving Students' English Speaking Ability through Think Pair-Share Cooperative Learning in Class 7C of SMPN 1 Lareh Sago Halaban District. (Irifiani 2021).	In Indonesia, English is used and studies as a foreign language from elementary school to university. Purpose English language learning in the Junior High School (SMP) curriculum that after students complete their studies, they are expected to be able to communicate both orally and in writing well. In communicating they are expected not only to communicate orally, in this case being able to listen (listening) and speak (speaking) fluently but they are also expected to be able to read (reading) texts that use English properly and communicate with written language

(writing). So the purpose of teaching English in junior high school is for students to be able to speak English well, orally and externally. Hedge (2000:54) defines that the teaching of Speaking aims to make students have the basic ability to communicate and master academic skills. The ability to communicate or conversation includes face-to-face interaction where the communication is based on the context, such as the situation, body language, facial expressions and intonation. One type of cooperative learning is Think Pair Share (TPS). Think-Pair-Share cooperative learning involves three steps, as stated by Spencer Kagen in Muslimin (2000:26), namely: (1) Thinking, where the teacher poses a question or issue that the students need to think about. students are asked to think about the question or issue independently for a while, (2) Pairing (Pairing) students pair up with others to discuss what they have thought about in the first stage, so that students can share ideas with each other in solving a problem, (3) Sharing (sharing) pairs share ideas with the whole class.

Based on the results of the research and discussion, the researcher can summarize the research results, as follows:

1. Learning by using cooperative learning methods Think Pair Share (TPS) type can improve the speaking ability of students in class VII.C SMP Negeri 1 Lareh Sago Halaban. This can be seen from increase in student activity for each cycle. Activity improvement students can be seen on the observation sheet. Each cycle has mostly improved.

2. Based on the observation of students and teachers' activities during the learning process, the students were happy and motivated in learning English Cooperative learning type Think Pair Share (TPS) is proven to be able to improve English learning

		activities in the classroom. Students use the time available during learning to learn actively, discuss among students, express their ideas and ideas. answers with responsibility. 3. Students' responses and attitudes towards cooperative learning of Think Pair Share (TPS) is positive. This is evident from the student test results, or the completeness of the results student learning in English language learning improved.
4.	Improving English Speaking Skills Using Role Play Method for Grade V Students (Karina Setiani 2016).	English speaking skills are concemed with how to communicate with foreigners who have no basis in Indonesian In learning a foreign language, it is common to make mistakes in pronouncing, writing, or interpreting it in one process. There are students who think learning a foreign language is a burden and finally do not want to take part in foreign language learning activities because students cannot understand the learning of the foreign language, from these problems it is good that teachers can build students' desire to learn a foreign language with other alternatives such as making a game or game to attract students' attention. One of the learning methods that focuses on students and students become active in participating in teaching and learning activities is the role play method Role play is an improved leaming method that makes students do a lot of activities. The role play method aims to make students more happy and enthusiastic in learning, easier to understand the concepts they leam, and their learning outcomes increase. Role play is also a form of learning method used to explain roles, attitudes, behaviors, values with the aim of appreciating the feelings. perspectives and ways of thinking of others. Students play a role (role play) with their friends according to the theme material studied, and other students observe and evaluate it

		Learning with the role play method increases awareness of the relationship that is played with the real problems of community life. Learning with the role play method can fulfill one of the assumptions of its use, namely as a method designed to develop students interaction skills with others. Students become accustomed to role play activities using English, the effects that occur in students are student courage, student confidence, student voice volume, vocabulary, understanding. fluency and other aspects in students increase, a sense of cooperation with group friends is more visible in the second cycle than the first cycle because students are getting used to working in groups, this can be seen from the observations of researchers and observers in each cycle have increased.

In a course program management, there are many things that need to be considered, because management is a very important basic thing. Management means an action that starts from compiling data, planning, organizing, implementing, up to supervision and assessment. Therefore, management in the course program is very influential in creating competent students. In addition, good program management will create the quality of students and improve the quality of the course institution itself. In program management, there are several aspects that need to be considered, namely:

1. Planning: planning is a determination of the goals to be achieved, determining the facilities and infrastructure needed to support the goals, determining the personnel and costs needed to achieve the goals that have been made by the education organizer.
2. Organizing: organizing is the arrangement or structuring of the organization, starting from the planning organization to the implementation so as to generate community participation.
3. Implementation: implementation is one of the management functions that not only manages the implementation of the program but covers a broad section including people, money, materials and time. Implementation is also a management function with the intention of ensuring the performance of resources that must be in line with the work plan that has been prepared.
4. Coordination: coordination is a cooperative effort between bodies, agencies in the implementation of certain tasks, so that there is mutual complementarity, mutual assistance and complementarity. Coordination must be the basis, coordination not only between certain groups, but really across. The success of a program is highly influenced by the success in creating networks and empowering.
5. Supervision: supervision is an attempt to examine the activities that have been and will be carried out. Supervision is object-oriented and is a tool to get people to work towards the suggestions to be achieved. Supervision is the overall effort to observe the implementation of operational activities in order to ensure that these activities are in accordance with the plans that have been set.

English is important in this era of globalization. So it needs to be improved through English courses. Courses are one of the out-of-school education units that provide various types of

knowledge, skills, and mental attitudes for learning citizens who need provisions in developing themselves, working for a living and continuing their education to a higher level. Some literature mentions that Courses are defined in the Decree of the Director General of Out-of-School Education, Youth, and Sports (Kepdirjen Diklusepora) Number: KEP-105/E/L/1990 as epdirjen follows: Courses are out-of-school education units that provide various types of knowledge, skills, and mental attitudes for learning citizens who need provisions in developing themselves, working for a living and continuing their education to a higher level.

With the importance of English today, there is a lot to consider for course program managers. Many learning models can be used to achieve the goal of improving students' English speaking skills. One of them is the Think Pair Share (TPS) cooperative learning model. According to M Sunita (2014: 62) think pair share is a learning model where students think independently about the problems given by the teacher then discuss with a partner and share the results of the discussion with friends in the class. Similarly, according to Shoumin (2014: 208) in this TPS learning, students are given the opportunity to think independently, discuss, help each other with group friends, and students can share information with friends or other groups. Meanwhile, according to Tint and Nyunt (2015:02) think pair share is a cooperative learning model that is suitable for students who are just learning to share information with friends or other groups. Meanwhile, according to Tint and Nyunt (2015: 02) think pair share is a cooperative learning model that is suitable for students who are just learning to use cooperative learning models. Thus, the researcher can conclude that the cooperative learning model of think pair share type is a cooperative learning model that prioritizes students to play an active role in learning activities.

The Think Pair Share (TPS) method can also be called thinking, pairing, and sharing. This method is a method in cooperative learning that is designed to influence the interaction patterns of students. By using this method, it is expected to change the monotonous learning to be more effective and fun. In this method, the teacher only presents the material briefly. The rest of the students themselves think about what is explained by the teacher or experienced by the students themselves. According to Tint and Nyunt (2015: 02) think pair share is a cooperative learning model that is suitable for students who are new to using cooperative learning models. So, the researcher can conclude that the cooperative learning model of think pair share type is a cooperative learning model that prioritizes students to play an active role in learning activities Think Pair Share learning model is one of the cooperative learning models. This model prioritizes students to play an active role together with their group friends by discussing to solve a problem. According to Frank Lyman as cited by Arends (1997), Think Pair Share is an effective way to form a variety of class discussion atmosphere. In the Think Pair Share (TPS) cooperative learning model, students are required to work together to help each other and discuss in groups to solve the problems given and all students must be able to find the answers. In learning activities, students' thinking ability is not the only thing needed to achieve learning objectives. This learning model is suitable for practicing English speaking skills.

One of the learning methods that can be used is role playing. According to Gange (in Sumiati, 2008:51) role play is a teaching method that is an action carried out consciously by players discussing roles in groups. According to Blatner (2000: 77) Role playing is a method for exploring matters concerning complex social situations.

In the classroom activity, a problem is briefly demonstrated so that students can learn about the situation. Everything focuses on the group experience. The teacher should introduce the situation clearly so that the characters and the audience understand the problem presented. Just

like the players, the audience is also fully involved in the learning situation. When analyzing and discussing, the audience should provide possible solutions to the problem presented.

According to Hamzah (2008: 28) through role play, students can improve their ability to recognize their own feelings and the feelings of others. They acquire new ways of behaving to overcome problems as in the role play and can improve problem-solving skills.

This role-playing method will train learners to speak English, and get them used to starting conversations with their friends using English.

CONCLUSIONS

The era of globalization has changed the daily lives of many people, many things need to be realized that are important in this advanced life. One of them is being able to master English. English in formal schools is still less emphasized, therefore non-formal education units have one of the units, namely courses. Courses will complement formal education

The role of courses in education can emphasize the spirit of learning of the community, to be more concerned with the current era. Courses also need to emphasize good program management in order to produce competent students. With that many people will care about the importance of English and will follow the course.

Course managers need to conduct interesting learning so that students respond quickly and are not bored. One of them can use the cooperative teaching method with the Think Pair Share type with this method will make participants more independent in thinking forward and mature. With this method, students will also encourage their thinking.

In addition to Think Pair Share cooperative learning, there is also one of the role-playing learning methods. This method will make students more accustomed to using English in conversation with their friends and tutors.

Course management is the most important thing in creating a program. Many things need to be considered by the manager in order to produce quality and competent learners. It is also necessary to realize that many learning methods can be used by a course manager to improve the ability of students.

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