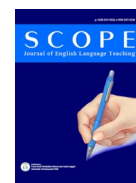




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Research Article

Chaining The Words Activity on Teaching Writing of Affixes on Legal Document: A Morphosyntax Perspective

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KEYWORDS

chaining activity;
 affixes;
 writing legal document;
 Morphosyntax

A B S T R A C T

The research aims to analyze the use of chaining activity on teaching writing of affixes on legal document. Language is used to communicate each other, both written and spoken, to ease the audiences so it can be understood when the first time they read or hear it. On legal document, it should be simplified in written, used appropriate words and sentences structures, and presented clearly and logically. Language is also related to writing, of Morphology and Syntax that is in line with affixes. The right form of writing in Morphosyntax on legal document can ease both the readers and hearers when they have legal problems, so the appropriate actions can be taken. Morphosyntax is the combination of Morphology and Syntax. Morphosyntax studies about how words are formed and combined with structures into a good sentence. The method used was qualitative method to give the understanding about chaining the words in improving the writing skill and connecting the affixes to the base word especially in English legal document. The legal document was used as the research instrument. The participants of the research were the 1st semester of accounting students at University of Bina Sarana Informatika. The result of the research is there are some affixes, as the Morphology aspects, commonly used on the legal document, the affixes are: -ance, -al, -ence, -er, -ing, -ment, -or, etc. For Syntax aspects, there are grammar, noun, verb, adjective, adverb and preposition found on the legal document.

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INTRODUCTION

There are some skills in studying and learning English. The skills are listening, speaking, reading and writing. Writing is the most challenging skill in studying and learning English. It becomes difficult as what is spoken is different with what is written. Sari (2018) affirms that writing is an activity of pouring ideas or thoughts into

creative written form that aims to inform, to convince and to entertain. Writing is an activity to convey messages or activities written language communication which is done through the tool (the medium), (Primasari, Puspita, and Sutanti, 2021). Therefore, writing is about to create a topic, to think, to relate some stories or facts and to write them to make a good sentences, which is not only easy to read but also to comprehend well. As writing is the most difficult skill in studying and learning English so the best

method should also be prepared to use not only to support the teaching activity but also to expand the knowledge and motivation of the students about writing, too.

Many students still have problems in writing texts and they also do not know what and how to start writing. Moreover, it is difficult for them to write down their ideas into sentences. They also admitted that during the writing test, they had problems with grammar. The difficulties of writing can happen because several factors, such as; lack of vocabulary, difficulty in describing, defining, explaining, and paraphrasing ideas. They may also be caused by the use of ineffective writing strategies by students. So chain method is one of the methods that can be used. It can be used because to help students in writing better. A chain method is a method which connects one word to another word to build a story, text, written document, etc.

Chaining the words is the activity which is applied by the teacher to solve the students' problem in mastering language lessons especially in writing activities. Chaining activity can be done individually or group because it will provide some activities for the students. It is also a method which is recommended by the experts in writing construction, (Primasari, Puspita, and Sutanti, 2021). Chaining activity does not require complete facilities and infrastructure (Pertiwi, 2019). Writing carries on two meanings. Writing changes the sound into signs which can be heard and seen and it also helps the learners to express their ideas. Based on the explanation above it can be concluded that chain method is a method that can be used to teach writing. On chain method, the words are connected one to another to make good sentences easily and properly.

Language which is related to plain language is also related to writing. Writing is the most difficult part in English subject as what it is said different from what it is written. (Kusumawardhani, 2018) states that writing is far from being a simple matter of transcribing language into written symbols; it is a thinking process in its right. So, before the learners starting to write an English composition, they should master the English pattern correctly. Writing looks difficult as there are many aspects that should be understood and comprehended by the learners. Writing plain language should be clear, concise, well-organized and straightforward. Unclearly and uncommon words and difficult sentence structures should be avoided in legal document. But even it is simple and direct, but not simplistic or patronizing. Based on Declare (2009), plain language writing sets out important information in a way that a person with an average reading level can understand quickly and easily. It uses straightforward words and sentence structure to avoid misunderstandings and confusion.

Traditional legal writing is difficult to be understood and comprehended by most people. There are some aspects on the sentences on legal writing; they are complex sentences, wordiness, and redundancies that characterize traditional legal writing often inhibit comprehension and become barriers to understand (Bivins, 2008). There are two general fairness concepts in the law of contract, namely substantial fairness and procedural fairness. The idea behind procedural fairness is that the consumers should be placed in a better position to protect themselves against unfairness in substantive contract terms. Willett (2014) explains that procedural fairness is usually measured with reference to transparency and therefore it requires proactive action. Several aspects form part of transparency, such as time for reflection, prominence given to certain terms, size of print, language and structure of the contract. Still based on him, plain language in English law, plain language is used based on the sellers or suppliers so there are not any doubts about the meaning of the written terms on legal document. So, plain language is vital to transparency and therefore also to procedural fairness.

There are some patterns that should be concerned in writing legal document, they are: use simple and well-known words, use the active voice, don't nominalize the verbs, consider sentence length and avoid run-ons, simplify the writing and avoid legalese, and avoid compound constructions. Based on (<https://www.singledigitalpresence.vic.gov.au/writing-plain-language>) when plain language is used on legal document, should be careful with some patterns, they are: the average sentence length is less than 20%, use less than 10% passive language, use plain language and terms, and use the words and terms that can be searched and found on Google. Accordingly, in (<https://www.mcc.gov/resources/story/section-writing-guide-writing-in-plain-language>), there are standards when applying plain language on legal document, they are: writing for the average reader, organizing information to serve the reader's needs, applying useful headings, using 'you' and other pronouns to speak to the reader, using the active voice, using short sections and sentences, using the simplest tense possible—simple present is best, using strong, active verbs, omitting excess words, using concrete, familiar, everyday words, using 'must' to express requirements, avoiding the ambiguous word 'shall', placing words carefully (avoids large gaps between the subject, the verb and the object; puts exceptions last; places modifiers correctly), using easy-to-read design features, using lists and tables to simplify complex material, and using no more than two or three subordinate levels.

According to William (2011), there are many such examples, involving all languages. Always try to use the English word that is the most neutral and the most universally accurate and understood. When in doubt, look up the same word in a British and in a US dictionary and compare the meanings and examples given. In (<https://www.adelaide.edu.au/writingcentre/sites/default/files/docs/learningguide-legalwriting.pdf>), it is stated that there are a number of basic rules about legal writing. Legal writing is not really different with non-legal writing but legal writing should be written very carefully and accurately as it is very essential in the legal case and people who are in legal problems. Still based on that article, there are also some grammar rules that should pay attention when writing plain language on the legal document. Use the proper grammar to avoid the misunderstanding of the meaning and message on it. If it does not use proper grammar, some failure will happen, such as legal document will be difficult to understand; the legal document will be seen unprofessional and sloppy; the meaning and message on legal document will not be understood and comprehended by the audiences.

Proper written words on legal document should also pay attention. English has some aspects that have to write carefully. In English, there are homophone, homonym, and homograph which each of them have different sound, meaning and written. Homophone is a word which is pronounced as same as another word but it has different meaning and spelling. The examples are: brake/break; bat/bed; cell/sell; flour/flower, etc. Homonym is a word which is spelled and pronounced alike but it has different meaning, the examples are: bark, bear, match, ring, etc. And, homograph is a word which has same spelling and pronunciation but it has different meaning. The examples of homograph are: content, contract, digest, entrance, and many more, (<https://www.merriam-webster.com/dictionary>).

Based on the explanations above, the use of plain language is very important on legal document so the words on it should be clear, concise, well-organized, and straightforward. When the plain language is implemented on the legal document, there are some patterns that should pay attention. The patterns are; know the target audiences, use simple words which are easy to understand and comprehend, use simple sentence structure, pay attention to the length of the sentences, use active voice sentence, use plain language, use simple terms which are easy to search or find on Google. These patterns are used in writing plain language on legal document to make the audiences easy to know the message on the legal document so the appropriate actions can be taken through the content on the legal document.

Morphosyntax is the combination between Morphology and Syntax. Each of them has different concern but they can be combined to make a new study. Morphology discusses about how to form a word by adding affixes to make a new word with a new meaning, too. Meanwhile, syntax discusses about the structures of the words in the sentences so the words combination can be understood and comprehended by the learners, the listeners, the speakers, the readers, and the writers. Morphology is part of Linguistics where it has two principal word building processes which are called derivational and inflectional. Derivational morphemes form new words either by changing the meaning of the base to which they are attached or by changing the word class that a base belongs to. Meanwhile, inflectional morphemes form new words either without changing the meaning of the base to which they are attached or without changing the word class of the base to which they are attached. Syntax has two functions; they are predicative and attributive, (Yuni Antari and Sedeng, 2018). Morphosyntax is the bridge of language description to basic writing skill, (Mukarromah, et. al., 2019). Syntactic constructs may form parts of complex words, and syntax in turns governs the use of morphological case marking on the word (Booij, 2005).

In writing plain language on legal document, grammar competence is needed. It also needs morphological and syntactical formation. They are needed to arrange word into phrase and clause. By using Morphology, which is simply word formation, or how the parts of a word fit together, and then Syntax, or the rules governing how words are then formed into clauses or sentences, an appropriate legal document can be understood and comprehended easily and quickly. Even the meaning of the words is quite difficult to understand, but it can be searched or found on Google easily and quickly. From the theories, it can be concluded that Morphosyntax as the combination from Morphology and Syntax has a very important role when it combines with the plain language and applies on the legal document. Morphology which studies about how to form a word and syntax which studies about sentence structure should be used appropriately in writing legal document. They should be combined with plain language and applied on legal document well. Plain language is used because it is easy to understand and to comprehend. The morphological aspects such as derivational and inflectional should be very carefully added to the plain language because if they are put in the wrong place, the meaning of the sentence will be completely different, so the message of the sentences on the legal document will be wrong also and it can make misunderstanding. Syntax, as the sentence structure, should also be very carefully used. If the sentence structure is wrongly used, it also will make misunderstanding so the message of the sentences on the

legal document will not be delivered well. So, when making a legal document, not only the plain language but also the sentence structure should be very carefully used. These concerns are because to avoid misunderstanding perceptions of the audiences and also as the guidance for the actions which can be taken if someone is in a legal case.

Morphology has many parts, there are morpheme, lexeme, affixes, and so on. Morpheme is the smallest units of meaning. An affix is a morpheme which only occurs when attached to some other morpheme or morpheme such as a root or stem or base. Affixation is a morphological process which supposed to change a root or base word to form a new word. Affixes are classified into two different ways, they are: according to the positions and according to the functions. According to the positions, affixes are divided into three types of affixes; they are prefix, infix and suffix. Prefix is an affix which is attached before a word, infix is an affix which is inserted into a word, and suffix is an affix which is attached after a word. Affixes can be attached before or after a base (Josiah & Udoudom, 2012).

According to the functions, affixes are classified into two types, they are: derivational affixes and inflectional affixes (March, et. al., 2014). Derivational affixes are affixes which are attached to a word then create a new word, change the meaning of the word or part of speech of the word, such as: un + happy = unhappy, dis + like = dislike, develop + ment = development, refuse + al = refusal. Inflectional affixes are affixes which are attached to a word but they do not create a new word, change the meaning or part of speech of the word. They emphasize to the information which has been mentioned, like number, gender, tenses, and person. The examples are: pencil + s = pencils, walk + ed = walked. In short, the adding of the affixation can change not only the meaning but also the message of the sentence. In implementing plain language on the legal document should pay attention carefully because wrong placement of affixes can affect a lot to everything relate to legal system.

Syntax, which is a part of Morphosyntax, discusses about the sentence structure. There are many aspects in syntax that should be learned and mastered. Syntax is a part of structural linguistics. A mastery of syntax makes the learners capable to speak and write English accurately. Its areas cover the English phrases and clauses. The English phrases have various divisions, such as Noun Phrase (NP), Verb Phrase (VP), Adjective Phrase (Adj P), Adverb Phrase (Adv P), and Prepositional Phrase (Prep P) (Junaid, 2018). Misir (2017) states that Syntax as the arrangement of words and phrases to create well-formed sentences in a language. Cahyani (2020) explains that Syntax studies about sentence structure, contains a series

of linier words. The use of Syntax on legal document has a very important role as it covers many aspects of syntax. Legal syntax is distinctly idiosyncratic in terms of both the structure and arrangement of the principal sentence elements. The wrong use and placement of syntax will make not only different meaning but also messages on the legal document. Chovanec (2013) argues that legal language is seen as a specialized register, that is, a functionally differentiated variety of language used in certain professional contexts. Creation of legal documents is an integral part to the practice of law in any form, individual or corporate (Stepanova, 2015). Based on the experts' opinion above, it can be concluded that syntax which contains many aspects, such as noun, verb, adjective, adverb, and prepositional phrase, relate to sentence structures should be carefully used in creating legal document because the wrong use and placement of syntax will make another interpretation not only to the content, meaning, and messages on it and it can make different affect and action.

METHOD

The research was conducted by asking the participants to read the legal document given then asking them to find and to underline the words which have affixes. After finding and underlining the words, the participants should classify the words by grouping the words into three parts, they were: plain language, affixes and meaning. Last, they were asked to conclude the meaning of the words on the legal document given by using their own understanding. The data for this research was going to be taken from the participants' conclusion of the legal document. There is a method used to the research as Atmowardoyo (2018) affirms that research method is a systematic procedure a researcher uses to solve the defined research questions. It covers three main items: research design, data collection procedure, and data analysis. In this research, qualitative descriptive research method was used. Nassaji (2015) explains that qualitative descriptive research methods have been very common procedures for conducting research in many disciplines, including education, psychology, and social sciences. The goal of descriptive research is to describe a phenomenon and its characteristics. This research was more concerned with what rather than how or why something had happened. Still based on him, even the data gathered qualitatively, but it is often analyzed quantitatively. The data sometimes analyze by using frequencies, percentages, averages, or other statistical analyses to determine relationships. Qualitative research, however, is more holistic and often involves a rich collection of data from various sources to gain a deeper understanding of individual participants, including their opinions, perspectives, and attitudes.

RESULTS AND DISCUSSION

After doing some research, analyzing the form of the words, grouping the words and explaining the new meaning of the words, there are some words related to Morphosyntax found, they are:

1. Affixes Morphology

Table 1. Affixes Morphology.

No.	Plain Language	Affixes	Meaning
1.	Acquit (v)	Acquittal (n)	Membebaskan
2.	Admiss (v)	Admissible (n)	masuk, dapat diterima
3.	Affidav (v)	Affidavit (n)	surat sumpah, surat pernyataan
4.	Affirm (v)	Affirmed (v)	Menegaskan
5.	Agree (v)	Agreement (n)	setuju, persetujuan
6.	Appell (v)	Appellant (n)	banding, pemohon banding
7.	Appell (v)	Appellee (n)	banding, pelampiasan
8.	Arraign (v)	Arraignment (n)	menghadapkan, dakwaan
9.	Asset (n)	Assets (n)	aset, pemasukan
10.	Bankrupt (adj)	Bankruptcy (n)	bangkrut, kebangkrutan
11.	Chamber (n)	Chambes (n)	ruangan kamar
12.	Collate (n)	Collateral (n)	agunan, jaminan
13.	Complain (v)	Complaint (n)	mengeluh, keluhan
14.	Confirm (v)	Confirmation (n)	Konfirmasi
15.	Consume (v)	Consumer (n)	mengonsumsi, konsumen
16.	Convict (v)	Conviction (n)	hukum, hukuman
17.	Counsel (v)	Counselate (n)	nasihat, konsulat
18.	Credit (v)	Creditor (n)	kredit, orang yang berhutang
19.	Damage (n)	Damages (n)	kerusakan, ganti rugi
20.	Debt (n)	Debtor (n)	utang, orang yang meminjamkan uang
21.	Defend (v)	Defendant (n)	membela, terdakwa
22.	Deposit (v)	Deposition (n)	menyetorkan, mengendapkan
23.	Charge (v)	Discharge (v)	mengenakan biaya, memulangkan
24.	Discover (v)	Discovery (n)	menemukan, penemuan
25.	Dismiss (v)	Dismissal (n)	memberhentikan, pemecatan
26.	Disposs (v)	Disposable (n)	membuang, sekali pakai
27.	Dock (n)	Docket (n)	dermaga, acara pengadilan
28.	Equit (n)	Equitable (n)	persamaan, adil
29.	Equit (n)	Equity (n)	persamaan, ekuitas
30.	Eviden (v)	Evidence (n)	terbukti, bukti
31.	Felon (n)	Felony (n)	penjahat, kejahatan besar
32.	Impeach (v)	Impeachment (n)	mendakwa, pelengseran
33.	Indict (v)	Indictment (n)	mendakwa, dakwaan
34.	Inform (v)	Information (n)	menginformasikan, informasi
35.	Injunct (v)	Injunction (n)	memerintah, perintah
36.	Inside (preposition)	Insider (n)	di dalam, orang dalam
37.	Interrogate (v)	Interrogatories (n)	menyanyi, interogasi
38.	Judge (n)	Judgeship (n)	hakim, kehakiman
39.	Judge (n)	Judgement (n)	hakim, pertimbangan
40.	Jurisdic (n)	Jurisdiction (n)	tempat kejadian perkara
41.	Liquid (n)	Liquidation (n)	cairan, lelang
42.	Litigate (v)	Litigation (n)	mengajukan perkara, proses pengadilan
43.	Demeanor (n)	Misdemeanor (n)	sikap, perbuatan kurang baik
44.	Trial (n)	Mistrial (n)	ujicoba, salah siding
45.	Petit (adj)	Petition (n)	kecil, petisi
46.	Plead (v)	Pleadings (n)	mengaku, permohonan
47.	Precede (v)	Precedent (n)	mendahului, yang dijadikan contoh
48.	Prior (adj)	Priority (n)	sebelumnya, prioritas
49.	Probate (n)	Probation (n)	surat pengesahan hakim, masa percobaan
50.	Proceed (v)	Procedure (n)	melanjutkan, prosedur
51.	Prosecute (v)	Prosecution (n)	menuntut, penuntutan
52.	Record (v)	Recording (v)	mencatat, merekam

53.	Redempt (v)	Redemption (n)	menebus, penebusan
54.	Sequest (n)	Sequester (v)	pencarian, menyita
55.	Settle (v)	Settlement (n)	Hunian
56.	Subordinate (v)	Subordination (n)	bawahan, tindakan
57.	Test (v)	Testimony (n)	uji, kesaksian
58.	Script (n)	Transcript (n)	naskah, salinan
59.	Trust (v)	Trustee (n)	mempercayai, wali
60.	Hold (v)	Uphold (v)	memegang, menegakkan keadilan

Based on the table above, it can be concluded that the chaining activity of affixes as the morphology part can change the meaning of the words. The affixes such as: -al, -ment, -or, -er, -ance, -ence, mis-, pro-, up- are used in the morphology section.

2. Syntax

Here are the examples of legal document which are commonly used:

BILL OF SALE

VEHICLE INFORMATION

Make: _____ Model: _____ Year: _____
 Style: _____ Color: _____ VIN# _____
 Odometer reading _____ Seller registration # _____
 Have you previously filed an application for title of this vehicle? Yes No

I _____ of _____
(SELLER'S FULL NAME) (ADDRESS)
 _____ as owner of this vehicle, transfer ownership to
(CITY) (STATE)
 _____ of _____
(BUYER'S FULL NAME) (ADDRESS)
 _____ for the sum of \$ _____
(CITY) (STATE) (E.G. \$10,500)

This was a gift. Indicate relationship (e.g. parent, spouse, friend): _____

I declare under penalty of perjury that the statements herein contained are true and correct to the best of my knowledge and belief.

(SELLER'S SIGNATURE) (MM/DD/YYYY)

----- (KEEP THIS COPY FOR YOUR RECORDS) -----

VEHICLE INFORMATION

Make: _____ Model: _____ Year: _____
 Style: _____ Color: _____ VIN# _____
 Odometer reading _____ Seller registration # _____
 Have you previously filed an application for title of this vehicle? Yes No

I _____ of _____
(SELLER'S FULL NAME) (ADDRESS)
 _____ as owner of this vehicle, transfer ownership to
(CITY) (STATE)
 _____ of _____
(BUYER'S FULL NAME) (ADDRESS)
 _____ for the sum of \$ _____
(CITY) (STATE) (E.G. \$10,500)

This was a gift. Indicate relationship (e.g. parent, spouse, friend): _____

I declare under penalty of perjury that the statements herein contained are true and correct to the best of my knowledge and belief.

(SELLER'S SIGNATURE) (MM/DD/YYYY)

Figure 1. Legal Document of Bill of Sale

**FORM 1
SAMPLE CONSENT FORM**

**CONSENT FOR THE RELEASE OF
CONFIDENTIAL INFORMATION**

I, _____, authorize
(Name of patient)

(Name or general designation of alcohol/drug program making disclosure)

to disclose to _____ the
(Name of person or organization to which disclosure is to be made)

following information: _____
(Nature and amount of information to be disclosed; as limited as possible)

The purpose of the disclosure authorized in this is to :

(Purpose of disclosure, as specific as possible)

I understand that my alcohol and/or drug treatment records are protected under the Federal regulations governing Confidentiality and Drug Abuse Patient Records, 42 C.F.R. Part 2, and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 45 C.F.R. pts 160 & 164, and cannot be disclosed without my written consent unless otherwise provided for by the regulations. I also understand that I may revoke this consent at any time except to the extent that action has been taken in reliance on it, and that in any event this consent expires automatically as follows:

(Specification of the date, event or condition upon which this consent expires)

I understand that I might be denied services if I refuse to consent to a disclosure for purposes of treatment, payment, or health care operations, if permitted by state law. I will not be denied services if I refuse to consent to a disclosure for other purposes.

I have been provided a copy of this form.

Dated: _____

Signature of Patient

Signature of person signing form if not patient

Describe authority to sign on behalf of patient _____

Figure 2. Legal Document of Consent Form



THE AMERICAN FUND FOR CHARITIES
Supporting Good Causes Worldwide

Donation Form	
Donor Information	Date
Name	
Address	
City & State	Zip Code
Telephone	Email
Company or Foundation (if applicable)	

Please do not change the text we have provided in this form

Donation Amount:	Check number:								
Card Type: Mastercard / Visa / Amex	or								
Name on Card:	Card number:								
	Exp Date:								
Or make a safe online donation go to www.americanfund.info									
If you make a donation online there is no need to use this form.									
<p>The American Fund supports charitable organizations throughout the world. If you would like to suggest an organization to receive a grant please include its details below.</p> <table style="width: 100%;"> <tr> <td style="width: 60%;">Name of Charitable organization</td> <td style="width: 40%;">AFC no:</td> </tr> <tr> <td colspan="2">Contact person and title</td> </tr> <tr> <td colspan="2">Full Postal Address</td> </tr> <tr> <td>Telephone</td> <td>Email</td> </tr> </table> <p>Grants by the American Fund for Charities can only be made to organizations which are eligible to receive them under US law.</p>		Name of Charitable organization	AFC no:	Contact person and title		Full Postal Address		Telephone	Email
Name of Charitable organization	AFC no:								
Contact person and title									
Full Postal Address									
Telephone	Email								
<p>Please return this donation form to The American Fund for Charities at the address below. Checks must be made payable to The American Fund for Charities. The American Fund can accept donations of stock or other property. The policy of the American Fund is to sell stock it receives when it receives it. The value of stock may increase or decrease and therefore the sale may realize more or less than the value when the stock was given to the American Fund. Please contact the American Fund for Charities for brokerage account details. contact@americanfund.info</p> <p style="text-align: center;">We will send you the receipt you need for your tax return. May 2014</p>									

The American Fund for Charities
 c/o Chapel & York Limited
 1000 N. West St
 Suite 1200
 Wilmington DE 19801
 T: +1 302 295 4959

Enquiries & Information:
 American Fund for Charities
 E: contact@americanfund.info
 Website: www.americanfund.info

The American Fund for Charities
 is a 501(c)(3) tax-exempt
 organization

Donations to The American Fund
 are tax-deductible to the
 extent allowed by law

Figure 3. Legal Document of Donation Form

CERTIFICATE OF RECEIPT OF OPEN MEETING LAW MATERIALS

I, _____, who qualified for the office of
 (Name)
 _____, on _____, certify pursuant
 (Office) (Date)

to G.L. c. 30A, § 20(h), that I have received copies of the following Open Meeting Law materials:

- 1) the Open Meeting Law, G.L. c. 30A, §§ 18-25;
- 2) regulations promulgated by the Attorney General under G.L. c. 30A, § 25; and
- 3) educational materials promulgated by the Attorney General under G.L. c. 30A, § 19(b), explaining the Open Meeting Law and its application.

I have read and understand the requirements of the Open Meeting Law and the consequences of violating it. I further understand that the materials I have received may be revised or updated from time to time, and that I have a continuing obligation to implement any changes in the Open Meeting Law during my term of office.

 (Name)

 (Name of Public Body)

 (Date)

Pursuant to G.L. c. 30A, § 20(h), an executed copy of this certificate shall be retained, according to the relevant records retention schedule, by the appointing authority, city or town clerk, or the executive director or other appropriate administrator of a state or regional body, or their designee.

Figure 4. Legal Document of Receipt Form

Based on some legal documents above, there are some aspects found on them, they are grammar, noun, verb, adjective, and adverb. In grammar section, there are sentences used, such as: Have you previously filed an application for title of this vehicle?; As owner of this vehicle, transfer ownership to; This was a gift. Indicate relationship (e.g. parent, spouse, friend); I declare under penalty of perjury that the statements herein contained are true and correct to the best of my knowledge and belief; I also understand that I may revoke this consent at any time except to the extent that action has been taken in reliance on it, and that in any event this consent expires automatically as follows; I understand that I might be denied services if I refuse to consent to a disclosure for purposes of treatment, payment, or health care operations, if permitted by state law.; I will not be denied services if I

refuse to consent to a disclosure for other purposes.; I have been provided a copy of this form.; Please do not change the text we have provided in this form; and If you make a donation online there is no need to use this form.

In noun section, there are some words used, they are: bill, sale, vehicle, information, model, style, color, confidential, form, designation, insurance, donation, charitable organization, and so on. Meanwhile, there are some verbs used on the legal documents, such as: filled, transfer, declare, understand, protected, provided, support, suggest, receive, return, and so on. In adjective section the words used are: true, correct, and eligible. Previously, confidentially, and automatically are the words used in adverb section. In preposition section, the words used are: on, in, under, at, with, for, and so forth.

Based on the results above, chaining activity can be used to connect one word to other words which are still connected in meaning to ease the learners or students. Affixes are the important part in connecting one word to others words. The use of the appropriate affixes are a must as if it is not used appropriately, it can give different meaning. Affixes really need to pay attention, especially on legal documents. Some examples of legal documents above give aspects not only in affixes as the morphology part but also some aspects as a syntax part. Morphology and syntax are added to the plain language to give different meaning based on the context and content of the legal document.

CONCLUSION

It is apparent that legal documents are now necessary in our world. Oftentimes, in this lifetime, we will find ourselves at a disadvantage due to situations we cannot control. These situations emphasize the importance of being secured and being continually protected by law. Legal documents, in important aspects of our day-to-day business, are an assurance that we are in the hands of a higher power and that we will always be taken care of. Plain language is strongly suggested to be used on the legal document to be understood and comprehended quickly and easily by the people who are in legal problems so the appropriate action can be taken. Chaining activity can be used to connect plain language and appropriate affixes to make a good sentence that can be used on the legal document. A good sentence will avoid misunderstanding on the legal document itself.

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