

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 CONCLUSION

The conclusion of the paper, during job training, the writer found out that making a good correspondences which appropriated based on business terms standard is not easy. To make a good formal letter based on business correspondences standard there are some point which have to be considered, they are head letter, body of paragraph and closing. Furthermore, when we would send the letter, we have to know where the client come from.

4.2 SUGGESTION

1. The organizer has to apply a good correspondence in the business letter to avoid misunderstanding.
2. English Departement must provide more seminar and training for the student English Departement. So, when they conducting job training, they are ready to give a contribution in workfield.
3. And for student itself, student have to practice and learn more about the subject that is being analysed.