ABSTRACT

The paper entitled "*A GOOD CORRESPONDENCE IN DEEP INSIGHT'S ORGANIZER*" describes how to make a good correspondences as a report of the job training process in Deep Insight's Organizer.

The method used in this paper is descriptive methods. The method is used to describe and analyzed the data taken during job training process. This paper described how to make a good correspondences based on business correspondences standard in order to make an aggrement to the other companies. The technique of collecting data is by observing the data which is taken from incoming letter in Deep Insight Organizer.

Based on analysis about"A GOOD CORRESPONDENCE IN DEEP INSIGHT'S ORGANIZER", correspondences are important thing in companies. To make A good correspondences there are some points should have to be written in the letter, they are head letter, body of paragraph and closing.Moreover, we need to know the background of client, for example if the client from America, we use the formation American style; such as in the date line which the formation is the month, date and year.

Keywords: Correspondences, Informal Letter, Formal Letter