CHAPTER I

INTRODUCTION

1.1 Background

Job training, as one of the subject in 7th semester gives an opportunity for students to develop their competence because they can apply any given lesson they got. Moreover, students get an experience of a real condition in the workfield.

The student can choose a company or an organization where they do the job training. The writer chose Deep Insight. It is an event organizer which responsible to arrange a plan in order to make a successful events especially in making a shows for the band. Many people are interested to become an event organizer because working in an event organizer is fun and there is no fix time like an employee in an office.

Like the other companies, correspondences are important thing in an event organizer. An event organizer needs correspondences to communicate or make agreement or memorandum of understanding (MOU) with other companies or their clients. It uses to build a trust and cooperation to the other company. Writing a good correspondences based on business correspondences standard is not easy, however, it is important to make an effective and good letter to avoid misunderstanding. The important of business correspondences

has raised the interest of the writer to take this topic as the job training report. Thus, the paper entitle: A GOOD CORRESPONDENCE IN DEEP INSIGHT'S ORGANIZER.

1.2 Objective

The purpose of this job training is to fulfill one of the requirements of Sarjana Degree, and the purpose of writing this topic is to examine the common terms and good correspondences in Deep Insight's Organizer.

1.3 Method

The writer uses descriptive methods that focused on systematic description regarding to the fact and characteristic of the research subject and object directly as cited Hartoto (2009) stated that "*Metode penelitian deskriptif merupakan metode penelitian yang berusaha menggambarkan dan menginterpretasi objek sesuai dengan apa adanya*". In this paper, the writer tries to give best explanation regarding to the data found during conducted job training.

1.4 Place and Time

This job training was held in Deep Insight Organizer which addressed on PasundanStreet / 24th Palaguna building block A Bandung, West Java. The activity of job training was started from 08.00 until 16.00 and was conducted 30th July until 1st September, 2010.