

BAB IV

CONCLUSION AND SUGGESTION

This chapter explains about the conclusion of this paper and the suggestion for the company, the Faculty of Letters, the English Department and the students who will do the job training.

1.1 Conclusion

The work assignments were to make export document, to reply email, and to edit email. In doing those jobs, there were found many unfamiliar words which were difficult to understand for people who did not deal with that field. For example, on the Bill of Landing (B/L) was found the word “freight collect” at the freight and charge form. If we only look for the meaning “collect” in dictionary, we will get the meaning, “come or bring together”. However, in Export - Import, the meaning of “collect” means that the freight is paid by the consignee (who get the goods). If we do not know that meaning, there will be misunderstanding, moreover there will be loss because we will guess that the freight will be paid together. So, the concepts of them should be understood comprehensively.

The clipping word and an abbreviation also used in Export – Import, especially on the email data. It purposes to make short email by using understandable words to deliver information quickly and accurately.

1.2 Suggestion

The suggestion from the writer are :

1.2.1 To The Company

In Export – Import division, all of the staffs must try to speak English on they daily activities comprehensively.

1.2.2 To The Faculty of Letter

The time of job training must be added to have enough time, so that the students will get more experiences in doing job training. In addition, the faculty should give a list of the company's name to help the student in searching the company for doing a job training.

1.2.3 To The English Department

The student must be taught about economic terms which are common in economic field. It assumed to help students in doing job training. Finally, the department should give extra time to look for the company.

4.2.4 To The student who will do the job training

The students should prepare in looking for the companies for doing job training and do not only try to choose in one company.