ABSTRACT

The final paper was written based on the job training at Bandung Museum of Geology which was started on 28 July 2008 and ended on 30 August 2008. This final paper was entitled **"THE WAYS IN WHICH INFORMATION WAS GIVEN RELATED TO THE TYPE OF THE VISITORS"**

The purpose of this final paper is to describe the ways to inform materials related to the visitors in Bandung Museum of Geology, especially in exhibition room of History of life. The method used for writing this final paper is descriptive method.

During the job training, the writer found there were the ways to inform materials to make information which was given were be easier to be received. The process began with observing the materials and classifying the visitors related to their education background. Then, learning the ways to inform and applying them in process of giving information were done comprehensively.

It may be concluded that the success of guiding process depends on the proper application to inform materials to the different visitors.

Keywords: Information, visitors, the ways to inform.

ABSTRAK

Laporan ini ditulis berdasarkan praktek kerja di Museum Geologi Bandung yang dilaksanakan pada tanggal 28 Juli 2008 sampai 30 Agustus 2008. Adapun laporan ini berjudul ***"THE WAYS IN WHICH INFORMATION WAS GIVEN RELATED TO THE TYPE OF THE VISITORS"***

Tujuan penulisan tugas akhir ini adalah untuk menjelaskan bagaimana cara memberikan informasi tentang benda-benda yang ada di ruang peragaan Sejarah Kehidupan Manusia berdasarkan para pengunjung selama kerja praktek di Museum Geologi Bandung. Metode yang digunakan dalam penulisan laporan akhir ini adalah metode deskriptif.

Selama melaksanakan kerja praktek penulis mengetahui ada beberapa cara pemberian informasi agar informasi yang disampaikan lebih cepat diterima. Prosesnya dimulai dengan observasi benda-benda di museum dan mengelompokan para pengunjung berdasarkan latar belakang pendidikannya. Selanjutnya mempelajari cara pemberian informasi dan menerapkannya dalam proses pemanduan secara komprehensif.

Akhirnya dapat disimpulkan bahwa suksesnya proses pemanduan tergantung pada penerapan cara pemberian informasi yang tepat kepada para pengunjung yang berbeda.

Kata kunci: Informasi, pengunjung, cara-cara pemberian informasi