CHAPTER I

INTRODUCTION

1.1 Background of Writing

Today, punctuation is used in several texts, such as official documents, papers, mails, letters, letters of agreements, license of circulation etc. In fact, for some people, punctuation makes the reader have misunderstanding about meaning or ideas of the sentence. It also happens for translator when translating the sentences using punctuation.

Why am I choosing post document as my project? Actually it will be the main point of this paper. According to my observation concerning to punctuation, postal office documents especially in international relationship division, there are letters that use certain punctuation. So, it makes me interested in observing it. Then, to make this observation focus, I only did my observation in international relationship division's letters.

Sometimes, the punctuation make a sentence difficult to be understood in terms of idea and it makes the result of translation is not accurate. However, it makes my interest grow to find out the role of punctuation in letter. The activities taken during job training was translating English covering letter into Indonesia Language.

During observation and doing translation, I found so many experiences that allowed me to add my knowledge in using punctuation. Furthermore, the activities allowed me to fulfill the prerequirement of the field study of UNIKOM.

1.2 Purpose and Significance of Writing

This job training entitled The Role of Analyzing Punctuation Usage in Identifying Ideas of International Relationship Division's Letters - Indonesia Postal Co. Ltd. The purpose of this writing will be explained such as below:

1. To complete one of the English department subjects.
2. To find out the role of punctuation in letter.
3. To help the reader of this report in knowing one of kind of punctuation that used in International Relationship Division's Letters - Indonesia Postal Co. Ltd
4. As reference to the readers for their report or research

The significances as below:

1. To find out the role of punctuation in letter.
2. To find out the new knowledge about interaction in office or job.
3. To learn and to have experience in the real work as a staff in that field.
4. To learn how to be one of the team player in organization.

1.3 Method

The applied method is analytic descriptive method. According to Kutha Ratna (2004: 53) "Metode deskriptif analitik dilakukan dengan cara mendeskripsikan fakta-fakta yang kemudian disusul dengan analisis."

In addition, Gay (Wahyuni, 2006: 42) added that "Descriptive method is a method of research that involves the collecting in order to test hypothesis or to answer the questions concerning to the current status of the subject of the study."

Based on that explanation, an analytic descriptive method which I used is to learn how to collect the data or document and to lay out it in easy understanding. Then, I analyzed the data and made explanations about them.

1.4 Sites and Time

Job training activities took place in the international relationship division at Indonesia Postal Co. Ltd**.** The location is on Jl. Banda No.30 Bandung 40115. The schedule of this job training was at 8 am to 2 pm, from Monday until Friday. Furthermore, the job training had been planned on September 5th to 29th 2008.