CHAPTER III

THE DESCRIPTION OF THE ACTIVITIES

This chapter clearly explains the details of the writer's activities since conducting job training process in PT. INTI. Besides, the chapter consists of the description of the problems faced by the writer during placed as the translator in PT. INTI and the solution of it.

3.1 Job Position and Coordination

In this section, the job position and coordination will be described comprehensively.

3.3.1 Job Position

The writer's activities may be explained below.

1. As a translator for *Human Resource Challenge* parts in a book entitled *Strategic Human Resource Management* by Anthony Perrewe Kacmar;
2. As an assistance of Quality Management Manager for editing some files.

3.3.2 Coordination

The coordination was guided by the PT. INTI's employees who were acceptable in managing members of job training programs. It was organized by two people in HRD Division who had responsibilities as follows:

1. Mr. Agus Kurniawan
    a. Job Position : Manager Assistants of HRD Division
    b. Job Authority : Allowing the students who purpose to be a member of Job Training
    c. Job Responsibilities : Giving the direction for the student who will be the candidate of Job Training members

2. Mr. Mochamad Djaelani:
    a. Job Position : Manager of Quality Management
    b. Job Authority : Determining the position for the students in Job Training process
    c. Job Responsibilities : Guiding the members of job training in conducting theirs given job

3.2 Responsibilities

Here some responsibilities during job training process in Human Resource Development Division:

1. Translating *Human Resource Challenge* parts in a book titled *Strategic Human Resource Management* by Anthony Perrewe Kacmar.
2. Presenting the translating result to the employees in order to make a progression in the employees' performance.

3. Editing the punctuation of *Master Plan Revitalisasi BUMN*.

The writer focused on the first point of responsibilities as the topic that will be described exhaustively in this section. While translating Human Resource Challenge, the writer found the problems in the passive voice in transferring meaning into target language in order to make a natural translation and make the readers understand the meaning comprehensively.

3.3 Transferring Meaning of Passive Voice in Translating Human Resource Challenge in a book entitled *Strategic Human Resource Management*

3.3.1 An Introduction

Translation, according to Merriam-Webster Dictionary (1974), consists of changing from one state or form to another, to turn into one's own or another's languages. The focus on translating a language does not only change its form, however its meanings have to deliver appropriately. As Larson stated (1984), the purpose of translation is to transfer the meaning of the source language into the receptor, although basically translation is a change of form.

The passive voice is the sentence conducted by a subject but it is not on the subject's position. The focus on passive voice is the object that related to the activity conducted on the context and is not the subject in that sentence.

The writer will describe the problems with an analysis bellows. The data were taken from some parts that the writer was concerned in passive voice.

3.3.2 An Analysis

Data 1

Source Language	Target Language
It is estimated that one-third of the oil change business is now handled by quick-lube type stations	**Diperkirakan** sepertiga dari bisnis ganti oli saat ini dikuasai oleh stasiun Quick-Lube

Regarding to source language above, the sentence is a kind of complex sentence that has a dependent clause, *It is estimated*, and an independent clause, *one-third of the oil change business is now handled by quick-lube type stations*. Also the sentence is a kind a passive voice that has no agent as the main focus. The clause *it is estimated* in the source language is translated to *diperkirakan*. The passive voice is maintained in the target language because the meaning can be acceptable without changing the structure.

Data 2

Source Language	Target Language
The strategy of Super-Lube can be explained as follows:	**Berikut adalah strategi yang digunakan Super-Lube:**

Based on the source language above, it may be translated by using literal translation, such as *strategi dari Super-Lube dapat dijelaskan sebagai berikut.* However, this is out of focus. The focus on that sentence is the strategy usually used by Super-Lube that will be explained latter. The passive voice in the target language above can be more natural because the focus on the source language can be transferred into the target language, such as *Berikut adalah strategi yang digunakan Super-Lube.* The structure of passive voice can be maintained in the target language.

Data 3

Source Language	**Target Language**
The overall corporate strategy of dominance in a limited number of markets **was achieved by** being the first in these markets	Secara keseluruhan strategi perusahaan yang didominasi oleh jumlah pesaing yang terbatas **telah tercapai karena** perusahaan menjadi yang pertama di pasaran

According to the source language and target language, the passive voice is shown clearly by the grammatical structure of the sentences. There is no change of structure in both languages. The verb phrase of *was achieved by* in the source language is translated *telah tercapai* because there is a cause-effect relation between the phrase *The overall corporate strategy of dominance in a limited*

number of markets and *being the first in these markets.* The prefix *ter-* in the target language indicates the characteristic of passive voice.

Data 4

Source Language	Target Language
Similar guidelines **have been developed** by other cities, including Boston, San Francisco, Chicago, Philadelphia, and Miami.	Panduan serupa **telah dikembangkan** di kota-kota lain, seperti Boston, San Francisco, Chicago, Philadelphia, dan Miami.

Based on the source language above, the literal translation by translating word by word is acceptable to conduct because the focus on the source language, about the development of the similar guidelines in other cities, will be the same focus on the target language, as shown in the target language above. The passive voice in the source language can be transferred by using the passive voice in the target language to get the natural translation. So the verb phrase *have been developed* is translated into *telah dikembangkan.*

Data 5

Source Language	Target Language
Roughly 70 percent of the employees trained by American Works **are**	Sekitar 70% dari karyawan yang dilatih oleh American Works **dipertahankan**

retained by the companies	oleh perusahaan

The passive voice in the source language above also can be translated to the passive voice in the target language. In the dictionary the word *retain* means *menahan, menyimpan, tetap memakai.* The acceptable meaning is *menahan,* however in this context the most appropriate meaning is *dipertahankan*, it indicates the passive voice expression that is possible to use in this sentence to get a natural meaning.

Data 6

Source Language	**Target Language**
The program **is designed** to help union members off the job.	Program ini **dirancang** untuk membantu anggota serikat pekerja di luar pekerjaan.

According to the source language in the data above, the verb phrase *is designed* describes the activity conducted by someone to *the program.* The appropriated meaning to translate that phrase is *dirancang*, because it expresses the meaning of the source language that the program conducted by someone is built to help union members off the job. The passive voice in the target language can also be maintained because the meaning expression in the target language same as in the source language.

Data 7

Source Language	Target Language
Employees with AIDS or HIV infection **are entitled** to the same rights and opportunities as people with other serious or life-threatening illnesses.	Karyawan dengan AIDS atau terinfeksi HIV **berhak atas** hak-hak dan peluang yang sama dengan penderita penyakit serius lain yang mengancam hidupnya.

Guessing the meaning by analyzes the word or phrase in the preceding or in the following may help to make certain appropriate meaning. According to the source language in the data 7, the word *entitled* can be guessed by analyzing the following phrase *the same right*s *and opportunities.* The phrase means *hak-hak dan peluang yang sama*. In the dictionary, the word *entitled* means *berjudul*, however it is not acceptable in this context. The appropriate meaning for the word *entitled* is *berhak atas.* Although the source language is passive voice, the target language bellow grammatically is an active voice.

Data 8

Source Language	Target Language
Employment policies **should be based on** scientific and epidemiological evidence	Kebijakan Ketenagakerjaan **harus berlandaskan pada** bukti ilmiah dan epidemiologi

Concerning the data above, there is a difference of structure in the source language and in the target language. The source language is passive voice, whereas active voice is shown in the target language. The verb phrase *should be based on* means something that should be a foundation. The phrase *harus berlandaskan pada* is an acceptable meaning without reducing the meaning in the source language. The active voice in the target language makes it more natural than maintain the passive voice in the target language.

Data 9

Source Language	**Target Language**
Before the installation of PRISE in late 1984, most of the city's personnel system **was based** on a traditional manual system of cards and folders.	Sebelum penginstalan PRISE pada akhir 1984, sebagian besar sistem personalia kota **bergantung** pada sistem manual tradisional dengan memakai kartu dan folder.

Base on data 9, the difference on the structure in the source language and in the target language is also found in this part. The source language is a passive voice, whereas the target language is an active voice. The verb phrase *was based on* in the source language is literally translated to *didasarkan pada.* However the phrase *bergantung pada* is more appropriate than *didasarkan pada*, because it expressed the natural translation.

Data 10

Source Language	Target Language
If the social benefits of helping welfare recipients find jobs **were included**, American Works' profits would be even greater.	Jika keuntungan sosial dari para penerima kesejahteraan yang mendapatkan pekerjaan **masuk ke dalam hitungan**, maka keuntungan yang diraih American Work akan bertambah.

Regarding to the data above, the difference that is like in the previous data is clear. The verb phrase *were include,* the passive expresion in the source language, is translated to *masuk ke dalam hitungan,* the active voice expression in the target language, because the social benefits can be counted. So, the phrase *masuk ke dalam hitungan* in the target language is acceptable since it makes the target language natural. The change of structure in this case, passive to active voice, is to maintain the focus on the source language.

3.3.3 Problems and Solution

Since translating is process of transferring meaning, the writer faced problem in process of identifying the main meaning of the passive voice in order to get the appropriated meaning in the target language as well as the meaning in source language. Besides, the maintenance of the target language structures has to be

considered. The passive voice in the source language can be translated into active voice in the target language or the passive voice can be maintained.

To treat this problem, the head and focus of the sentence have to be known properly by comprehending the previous or the following words or phrases. Also, looking up to the dictionary may help to determine the meaning of its focus in order to match the meaning with the context.