CHAPTER III

THE DESCRIPTION OF THE TOPIC

In this chapter, it will be expained about The Decription of the topic. It will also be given the information at job position and responsibilities. In addition, the problems that the writer had during work at the company will be described in this chapter.

The writer Job position was in the marketing staff, providing specific information on services and product(s) enhancements to the customers. Gave the information in bilingual language in form of writng. The writer should be worked on team or by herself. The writer also worked for Translation the Itenary or Tour schedule. There is the responsibilities that the writer should worked with, the writer able to write and speak in English, understanding the material that has been given from the comapany.

The problems that the writer had during the job was about the usage of the preposition in writing the Itenary or Tour Schedule. The job training began on july 1st to july 30th 2011, what was the writer is described as follow in this chapter's detail :

On july 1st until july 6th the writer was introduced into the office environment to adapt, and the manager introduced the writer places to work and gives the writer direction about what will the writer do in detail.

On july 7th, the writer was given an understanding of what is the itenary and the writer was recommanded to read the itenary. On july 8th , the writer began to translate the itenary according to the example and on july 9th, the writer began to typing the result of the translation and handed over to the manager.

On july 10th to july 13th the writer off work. The writer back to work on july 14th, the writer reread about the understanding of the Itenary. On july 15th the writer translated the contents of itenanry and on july 16th the writer made two copies of the translation result. It should be writing by hand and by typing to be given to the manager.

July 17th until july 20th the writer as also off work, and back to work on the next day. July 21st the writer got a new understanding about the ticketing process, that learned about how to maintain the ticket for the. On july 22nd the writer began to translate the ticketing process and on july 23rd the writer also made two copies the result of translate to be given to the manager.

On july 24th until 27th the writer should follow the Tour Leader activities that held by the company. Due to the writer condition at the time, so the writer could not follow the activities and back to work on july 28th, the writer should translate the Tour schedule. On july 29th the writer gave the result of the translation.

On the last day of the writer's work, the writer only had one task. The writer should translate and typing the tour schedule "Europe Express".