CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After finishing the research, the writer concludes that to solve the problems found while comparing such as understanding the unknown business letter, finding the different equivalent of the form, and knowing the function of the forms, we can use journal office procedure. Journal office procedure itself explains about kinds of rule and term. Journal office explains about the field that should be dated, signed and stamped by the competent governmental authority of the exporting party or designee.

As the result of the analysis, the writer found the technical word for some document terms such as Obligation, Non Negotiable Bill of Lading (B/L), Copy Airway Bill (AWB), Copy Cargo Receipt. The writer also found that the role of countries is important in export-import activity. While the right condition of rule found. In addition, analyzing forms through Journal office can help us to get the right meaning and to understand it. To reach that, there is a book needed as reference that has correlation with this case, "*Transaksi Ekspor-Impor*" by Roselyn Hutabarat.

4.2 Suggestion

After finishing the research, the writer had some suggestions for the students who will take the research of Commercial English study. First, the students should collect various data from field and another source of study which has not ever been used in the previous research. Second, the students also need to use appropriate method to analyze data such as compare analysis, and expantion, and many other methods and procedures in Commercial English study. Third, the students should learn more about trade activity in order to know how to process global market activity. Last, the students should understand the theory that they will use.