CHAPTER I

INTRODUCTION

1.1 Background

Communication is a process whereby information is enclosed in a package and is channeled and imparted by a sender to a receiver from some medium. The receiver then decodes the message and gives the sender a feedback. All forms of communication require a sender, a message, and an intended recipient, however the receiver need not be present or aware of the sender's intent to communicate at the time of communication in order for the act of communication to occur. Communication requires that all parties have an area of communicative commonality. There are auditory means, such as speech, song, and tone of voice, and there are nonverbal means, such as body language, sign language, paralanguage, touch, eye contact, through media, i.e., pictures, graphics and sound, and writing. Based on description about communication above, writer try to make good a communications with other people especially with people who come to the Museum of The Asian and African Conference to see the collection there.

As a good tour guide, writer communicates some warning with polite language in making them comfortable when they have a tour there. A great communication is when people can get information or message from other people, or other media.

In this paper , writer focuses in transferring imperative to declarative in guiding.

1.2 Objectives

There are some objectives in doing this job training, those are:

a. To report the job training which was conducted in the company,
b. To apply the knowledge that is getting in the college,
c. To share about problems that faced during job training, especially in transferring imperative to declarative in guiding, and also to share the solution of this problems.

1.3.Method

The method used in the writing of this report id descriptive. According to Fatimah Djajasudarma in her book entitled Metode Linguistik (2006,p.16), " *Deskripsi merupakan gambaran ciri-ciri data secara akurat sesuai dengan sifat alamiah itu sendiri. Data-data yang dikumpulkan bukanlah angka-angka, dapat berupa kata-kata atau gambaran sesuatu."* Writer chooses this method in writing the report because the data would be explained and described in this paper.

The technique of collecting data is conducted by transfering imperative to declarative in guiding. Since there are rule that should be obeyed by visitors in the

Museum of the Asian and African Conference, writer should transfer the role to more polite sentence in order to keep them comfortable and enjoy the tour.

1.4 Place and Time of Job Training

The writer took the job training at Museum of the Asian and African Conference which is located at Jl. Asia Africa, No 56, Bandung. The writer worked at the company about one month, it started on 4th august until 4th September 2010.working started in the morning at 8 am and finish at 3 pm from Monday until Friday.