CHAPTER III

THE DESCRIPTION OF THE ACTIVITIES

The description of the activities is the focus of this chapter to describe activities during writer had job training in Museum of the Asian-African Conference.

3.1 Job Position and Coordination

There are many activities was given by coordinator in Museum of The Asian-African Conference when writer did job training, in this section the job position and coordination was described comprehensively.

3.1.1 job position

The job position was given by coordinator to writer in the Museum of the Asian-African Conference are:

a. A guide of visitors in Museum of the Asian-African Conference.
b. A receptionist in opening of *Festival Konferensi Asia Afrika.*
c. A translator for “labeling Indian Exhibition”.

It is impossible writer able to finish this job training with successfully without great conducting from a great coordination.

3.1.2 Coordination

Coordination was organized by two people, they are:

Mr.Desmon Satria Andrian

Job Position : Parts Acquisition

Job Responsibilities : To guide the members of Job Training in Conducting theirs given job

Ety Mulyati

Job Position : Personnel matters, correspondence and archives.

Job Responsibilities : Signing the attdiraendence

Diah Puspitasari

Job Position : Equipment

Job Responsibilities : Signing the attendance

3.2 Responsibilities

There are several responsibilities gotten in Human Resources Development Division as follows:

a. To guide visitors that come to Museum of the Asian African Conference, describe history of Asian-African Conference, also describe collections in the museum.

b. To be a MC in opening of Indian Exhibition.

c. To be a receptionist in opening of *Festifal Konferensi Asia Afrika.*

d. To translate labeling of Indian Exhibition.

Although there are four responsibilities that writer received in the Job Training. This paper was concerned on guiding activities, when writer must tell some rules to visitors.

3.3 Transfering Imperative to Declaratove in Guiding

3.3.1 Explanation

The activities would be the case about writer experience during guide visitors. Everybody know that there are different rule in different place, and also in the Museum of the Asian-African Conference. There are rule that must be obeyed by everyone visit the museum, writer Transfering Imperative to Declaratove in Guiding to make visitors feel comfortable when they look at the collection.

3.3.2 Transfering Imperative to Declaratove in Guiding

Tour guide is not an easy work, because tour guide must be able to keep interest of visitors; able to speak in more than three language; and has great knowledge about any place. In the same time tour guide also should tell the visitors about rule in that place, and as a great tour guide writer change warn sentence to information in order to keep visitors feel comfortable. When writer work as a guide, writer give informations to visitors, such as : history of *Gedung*

Merdeka, history of Asian-African Conference and told them rule that should be obeyed.

Information, in its most restricted technical sense, is an ordered sequence of symbols. As a concept, however, information has many meanings. Moreover, the concept of information is closely related to notions of constraint, communication, control, form, instruction, knowledge, meaning, mental stimulus, pattern, perception, and representation.

Etymologycaly the English word information comes from Latin accusative form (informationem) of the nominative (informatio): is verb in english word "informare" (to inform) in the sense of "to give form to the mind", "to discipline", "instruct", "teach": "Men so wise should go and inform their kings." (1330) *Inform* itself comes (via French) from the Latin verb *informare*, to give form to, to form an idea of. Furthermore, Latin itself already contained the word *informatio* meaning concept or idea, but the extent to which this may have influenced the development of the word *information* in English is not clear.

However, when writer try to inform rule in the museum it should be done by great communication. “Communication is a learned skill. Most people are born with the physical ability to talk, but we must learn to speak well and communicate effectively”(Wikipedia ensiklopedy).

For instance, the changing of warn sentences to information sentence were :

Imperative is a sentence that gives advice or instructions or that expresses a request or command. (Compare with sentences that make a statement, ask a

question, or express an exclamation.) An imperative sentence ends with a period or an exclamation point.

Declarative sentences are used to convey information or to make statements.

As writer told above that a tour guide should keep visitors interest with all collections in the museum, to keep visitors feel comfortable when they look at collections there, writer transferred warn sentences such as:

" No flash or tripod!"

it changed to "*I would like to inform you that you may not turn on the flash of your camera and thank you for not use the tripod to keep quality of the collection" and "To keep quality of the collection, you are asked to turn of the flash of your camera"*.

Not only in Permanent Exhibition room , but also in *Gedung merdeka* and all room in the museum there are same rule such as:

"*Don't taking photo on artefacts!"*

writer transferred the warn sentences to : "*I would like to inform you that you may not take photo on artefacts because these are secret document which are protected by government" and "To protect the artefact you may not take photo."* When communicate the rule writer communicates it politely.

"*No filming or video taping*!" writer communicates the rule with transfer to "*I would like to inform you that you may not record the collection because these are secret document which are protected by government" and " To protect the artefacts you may not take film or video."*

Don't touch the artefacts!

Writer transfer the sentence in communication with visitors to : "*I would like to inform you that you may not touch the artefacts to keep quality of the artefacts." and "To keep quality of the artefacts, you just may take a look the collection."*

No smoking!

Writer transfers the warn sentences to :" *I would like to inform you that you may not to smoke to keep pleasure of another visitors."* And "*You may not to smoke here but if you want to smoke I will show you the smoking area."*

No food allowed!

Writer transfers the warn sentences to : *"I would like to inform you that we have special area where you can eat."* And *"We have to keep the museum clean , so I will show you a special area where you can eat."*

No arms allowed!

Writer transfers the warn sentences to : "*I would like to inform you that you may not bring arms to the museum."*

No pets allowed!

Writer transfers the warn sentences to : "*We afraid pets will make other visitors not comfortable, so you may not come with your pets."* And "*Comfortability of visitors is very important, so you may not bring pets with you."*

Don't litter!

Writer transfers the warn sentences to : "*We have to keep the museum clean, there are trash over there if you want to throw rubbish."* And "*Cleaning is very important, so you may throw rubbish in the trash there."*

Set ring call off!

Writer transfers the warn sentences to : "*I would like to inform you that keep silent in the museum is very important, so would you like to set your ring call off, please."*

Keep quite!

Writer transfers the warn sentences to : "*I would like to inform you that keep silent in the museum is very important, so would you like to see the collection quietly, please."*

Keep clean!

Writer transfers the warn sentences to : "*thank you for keep cleaning of the museum!"*

When writer said like a sentence above , the visitors obeyed the rule, and still feel comfortable to see collection in the museum. The imperative sentence was changed by writer to declarative sentence, the purpose of this transformation are to make visitors feel comfortable when they see the collection in the museum of the Asian-African Conference; to keep their feeling; to make them enjoy the tour. Comfortability is very important because when people enjoy their time and have good mood, they will pay attention to the information that given by tour guide.

When Job Training in the Museum of the Asian-African Conference, writer not only became a Tour Guide, but also a receptionist in opening of *Festifal*

Konferensi Asia Afrika, there are also some rule that should be obeyed by guest come there such as:

Don't be noise!

Writer transfers the warn sentences to : " *Thank you very much for keep silent when this event held!*"

Take your snack and don't litter!

Writer transfers the warn sentences to : "*Thank you very much for coming, enjoy your snack, and thank you for still keep cleaning inside!*"

Writer also given an assignment to translate Labeling of Indian Exhibition, and it is a great experience because writer can apply knowledge that get in the college. Translation of Labeling of Indian Exhibition it self was taken to Malaysia because the Indian Exhibition is going to held there.

3.4 Problems and Solutions

1. a guide even writer do not have enough knowledge abut it, but luckily writer have a great coordinator, he gave informations about the Museum of the Asian-African Conference, the way to be a good guide, and also practice translation, writer often practice translation in the college with lecturer. It lead writer have a lot of information about theory which is very helpful when translated labeling of Indian Exhibition in the museum.
2. Honestly, getting chance to have job training in the Museum of the Asian-African Conference is a good experience, because writer can be

a tour guide there, writer have a lot of different and unforgettable moment when guiding visitor of the Museum of the Asian-African Conference.

3. writer often has a great experience, for example when writer has first chance to guide visitors from China, it makes writer very nervous, but it does not a big problems. As a good tour guide, writer started the tour with said good morning and introduced her self , after that writer started the tour with took them to take a look audiovisual room to watch movie related to Asian-African Conference. After that, visitors went to main hall “A large room in the *Gedung Merdeka*, which was used when Asian-African Conference was held”.