CHAPTER I

BACKGROUND

1.1 Background

In this globalization era, language is important as a communication tool to interact with everybody in different ways. Therefore, every activity focuses more on information. Everyone is forced to increase his ability language skill, especially English. To increase our language skill, first, we have to able to communicate using English by most people.

One of the most important things in English is translation. In translating, we have to comprehend the source of language and the target language. The most important matter in translation is the change of message or mean from the source to target language and should be presented properly and naturally.

Relevant to the fact, the writer did her job training at international relationship division in translation process division in order to be able to implement her ability in English. During the job training the writer had opportunities to learn how to translation process to the other person or institution in other country, and then the writer practiced to translation process. In the other side, English was used to help the division to translation process.

The job training is chosen to represent the skill of the students gained from college and one of the subjects in college is translation English. Today translation

becomes important in transferring information, knowledge and technology. Therefore, the writer is interested in doing job training in Indonesia Postal Co. Ltd (Persero) precisely in international relation division.

1.2 Objectives

The purpose and significance of the job training are formulated in the statements:

1. To help the reader of this report in knowing one of kind of punctuation that used in International Relationship Division's Letters - Indonesia Postal Co. Ltd
2. To fulfils the subject of job training program in English Department in Indonesia University of Computer.
3. To implement the ability of writer in English language especially in translating and speaking

1.3 Method

The method used in this report is descriptive narrative method. Descriptive narrative method is method that describes and explains about what the writer has done in the job training. In this paper, the writer describes her activities during the job training.

1.4 Place and Time of Job Training

Job training activities took place in the international relationship division at Indonesia Postal Co. Ltd**.** The location is on Jl. Banda No.30 Bandung 40115. The schedule of this job training was at 8 am to 2 pm, from Monday until Friday.