CHAPTER III

THE DESCRIPTION OF THE ACTIVITIES

3.1 Job Position

In this institution the writer has a position at International Relationship division of translator in the Indonesia Postal Co.Ltd. The writer has responsibility to give the report of job training to the manager in every condition, and the name of the manger is Santosa Mardiyanto.

3.2 Coordination

In this division, manager or manager assistant always makes coordination with the writer. The first coordination was receiving the instruction from the manager or manager assistant to the writer to make information, for example about Postal services in Java Island-report earthquake and tsunami situation. Then, next activity is to distribute the letter to other post office

3.3 Responsibilities

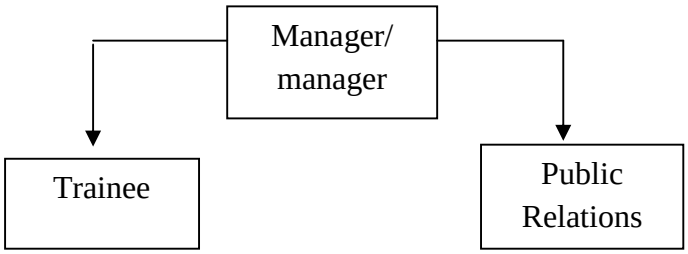
The writer had two responsibilities the job training. Receiving the instruction from the manager or manager assistant was the first thing that the writer did. Manager or manager assistant gave the instruction to the writer about

what the writer had to translating to the person who needs the information. The second one was general documents. In this case, the writer was allowed to access and then translate them as the writer job in this division. Before the writer translate should be checked by the manager or manager assistant, so that the writer could receive other instruction from the manager or manager assistant.

3.4 Concepts of Common in Indonesia Postal Co.Ltd

3.4.1 An Introduction

The description of job training is the activities that the writer done. There are several steps to be done, receiving the instruction from the manager or manager assistant and translating documents.



The writer description about the schema of the activity in the writer job training. The schema is actually describing the working concept of job training. First step is that the manager gave documents to the trainee. The kinds of these documents were English covering letter. Second, step is that the trainee had to translate the English covering letter. Before translating the letters, the writer was to analyze them.

3.4.2 Data description

The data were taken from the translation letters and documents in Indonesia Postal Co.Ltd.

3.4.2.1 Transport Data

The transport letters is the letter that serves as an evidence of acceptance and receipt of goods and may also serve as a letter of ownership. The writer translating of Presentation to the Asia- Pacific Postal Training Centre, Bangkok- Februari 1997 and UPU letter.

3.4.2.1.1 Presentation to the Asia-Pacific Postal Training

The writer translating of document from Presentation to the Asia Pacific Postal training, example:

“Various sources of information are used to identify suspected mail thieves. APSIS (Australia Post Security & Investigation Service) Analysts and Investigator also study patterns of reported mail losses to indentify suspected offenders”.

The writer become translating:

“Berbagai sumber informasi digunakan untuk mengidentifikasikan para tersangka pencuri surat. Para analis dan penyelidik APSIS (Dinas Keamanan dan

Investigasi Pos Australia) juga mempelajari pola-pola hilangnya surat yang dilaporkan untuk mengidentifikasi para tersangka pelanggar.

3.4.2.1.2 UPU

The writer translating of from the letter Postal services in Java island – report on post earthquake & tsunami situation, example :

2 August 2006
Ref. 518/Hubin/0806

Enclosure(s): 1 page

International Bureau
Universal Postal Union
Case postal
3000 BERNE 15

SWITZERLAND

Fax: **+41 31 350 31 10**

Subject: **Postal services in Java island – report on post earthquake & tsunami situation**

Dear Sir/Madam,

The Postal Administration of Indonesia would like to provide a detailed report about the postal services situation following the earthquake and tsunami disaster in Java island during 17 July 2006.

Such report is enclosed herewith.

Thank you very much for your kind cooperation.

Yours faithfully,

KOSWARA
Manager of International Relations Department

Pos Indonesia

E-mail : intlaff@posindonesia.co.id

genaff1@posindonesia.co.id

genaff@posindonesia.co.id

2 August 2006

Ref. 518a/Hubin/0806

Enclosure(s): 1 page

Asia-Pacific Postal Union Bureau
BANGKOK

THAILAND

Fax: **+66 2 573 1161**

Subject: **Postal services in Java island – report on post earthquake & tsunami situation**

Dear Sir/Madam,

The Postal Administration of Indonesia would like to provide a detailed report about the postal services situation following the earthquake and tsunami disaster in Java island during 17 July 2006.

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Thank you very much for your kind cooperation.

Yours faithfully,

KOSWARA
Manager of International Relations Department

Pos Indonesia

E-mail : intlaff@posindonesia.co.id

genaff1@posindonesia.co.id

genaff@posindonesia.co.id

17 March 2003
Ref. 894/Pos
Int./0303

International Bureau

Universal Postal Union

BERN – SWITZERLAND

Fax: **+41 31 350 31 10**

Subject: **The Indonesian delegate to 2003 POC Meeting**

Dear Sir/Madam,

With regard to the 2003 POC session that will be organized from 31 March 2003 to 11 April 2003, we would like to inform you that the delegate name of Pos Indonesia has changed from Mr. Sutoro/Manager, International Mail Business Department to **Mr. Muh. Aras/Assistant Manager of International Affairs – International Mail Business Department**.

This is to notify you if the documents of the participant sent by our Ministry (Directorate General for Posts and Telecommunications) has not been changed.

Herewith enclosed the data of the participant for your reference – as replacement of the previous data you have received.

Thank you for your attention.

Yours faithfully,

SUTORO
Manager, International Mail Business Dept.
Pos Indonesia
Phone : +62 22 421 3126
Fax : +62 22 420 7900
E-mail : intlaff@posindonesia.co.id

3.3.2 Problems and Solution

The problem and solution were found during the job training, generally were described bellow :

3.3.2.1 Problems

During doing a job training at International Division – Indonesia Postal Co.Ltd had to translate the covering letters which the writer got from the manager. The writer translated English covering letters into Indonesia. When writer translated the letters found a problem. The problem was punctuation used in phrase of letters. For example, Postal services in Java Island-report on post earthquake and tsunami situation.

3.3.2.2 Solutions

The solution made were :

1. Looking up on the dictionary to translation in documents.
2. Analyzing the word of the letters.
3. Looking for information from the conselor and the staffs in documents.
4. Reading documents to gain the meaning of letters.