CHAPTER IV

Conclusions and Suggestions

4.1 Conclusions

The writer had to translate the covering letters written in English which writer got from the manger International Relationship division. The writer translated them into Indonesia. When writer translated the letters found a problem. The problem was punctuation used in sentences of letters. The writer solved problem by analyzing the sentences using analysis to find out ideas of the sentences. Also, the writer used common dictionary to find the accurate translation equivalent for each words.

The writer analysis might be one of the ways in understanding the ideas of sentences using certain punctuation such as dash besides looking up the dictionary.

4.2 Suggestion

The suggestions from the writer are:

4.2.1 To the Company

The writer hopes that his job training report will be useful for the institution (Indonesia Postal Co.Ltd).

4.2.2 To The Faculty of Letter

The writer hopes to the faculty to continue the job training to other student because the job training is important to practice and apply English. The student can learn about how to work in an institution without finding the difficulty.

4.2.3 To the student who will do the job training

The students should prepare in looking for the companies for doing job training and do not only try to choose in one company.