CHAPTER IV

CONCLUSIONS AND SUGGESTIONS

After I gave the description and the discussion of the report about PT Pos Indonesia and abbreviation, finally I can draw conclusions and give suggestions as follow:

4.1 Conclusions

1. PT Pos Indonesia (Persero) is a company is a form of limited company that is a state-owned company, where the cooperation between government and foreign company can enhance cooperation.
2. After an analysis of the Letter Manual Post book, that abbreviation is divided into two sections that are Alphabetism or Initialism and Acronym. This is evidenced by the abbreviation has a diverse pattern.
3. As for the patterns as follow: the formations of abbreviation happen perpetuate each component and abbreviations in writing in accordance with the written and appropriate with the pronunciation.
4. In the acronym, the perpetuation on the first term of each component and the perpetuation on the first term of each component with the release of the words that connect word with words.
5. Loanwords are words derived from foreign language or regional languages, and are used in the English Language.

6. Viewed from the absorption there are words that are fully absorbed into English Language and there are words that are foreign but are used in English context.
7. The foreign words are for the interest of terminology, pronunciation and spelling is appropriate with the rules of English Language.

4. 2 Suggestions

4.2.1 Suggestions for College Students

1. Before carrying out the job training, college students should ask first before the steps what they do when carrying out the job training to avoid awkward to carry.
2. College students should observe first to the places that will be addressed to carry the job training in order to do not feel strange to the new environment.
3. When carrying out the job training, college students should already have a topic that will be observed as the topic of discussion for the final report to be compiled.
4. College Student does not hesitate to ask questions or asking the data from the company because if it happens will hamper the job training report to be compiled.

4.2.2 Suggestions for Faculty

1. Before carrying out the job training, the mentors should tell to the college students what to do when they will carry out job training.
2. The mentors and students should communicate when they are composing the job training report, so that the students do not confuse when developing the job training report.

4.2.3 Suggestions for Institution

1. To avoid the boredom employees in carrying out their job, the institution needs to change the environment of the office.
2. To increase the employees' motivation, the institution should provide the stimulation so that the employees can work diligently.