CHAPTER I

INTRODUCTION

1.1 Background into Study

PT. POS Indonesia is the one of the oldest state owned corporation that has a duty as a professional services organization. At the institute of professional services required a blend good service system, so that it can produce a good performance of the service system is also with predetermined specifications.

As the one of the oldest state owned corporation that is moved in professional service filed, the services activities is the one of the activities organized by the rules to support the successes and implement services. These rules are used to follow in the running services.

Regulation is something that is agree and binds a group of people/organization in order to achieve something common purpose. The regulation also contains articles that set to running an organization. This rule also applies in PT.POS Indonesia for the running of services. The regulation contains articles that is running a performances service. These articles regulate the delivery of goods and services to the outside and domestic. In these articles tend to use the word abbreviations. Abbreviations are used in the articles of PT.POS Indonesia.

The usage of abbreviation presently has developed rapidly. There are many of them have been created by people. Abbreviation and acronym give us an easy way to use language by shortening a long word that difficult to say become a

short word and easy to say. Forming a word an abbreviation should be based on linguistic rules so that the word form becomes a better one that is not out of the existing rules. We cannot deny it that process of word abbreviation is one of language processes that eventually will enrich and enlarge vocabulary of the language itself. Often, abbreviations were seen, written, and used in newspaper, SMS, and internet. However, in its progress, there are considerations that have to be kept in order to make a good word form and not make it a complicated abbreviation.

Therefore, the writer will be analyzed purposely through the paper, which is entitled "Analyzing the Abbreviations in Letter Post Manual". The writer also used the English skill who has studied in universities.

1.2 Scope

This paper is analyzed the abbreviations in articles of PT.POS Indonesia. The data is taken from the articles of PT.POS Indonesia which is contains with abbreviations.

1.3 Objectives

As for my purpose in this report is the following:

1. Learn the function of abberiviation
2. Analyze the kinds of abbreviation
3. Knowing and understand, the loan words in abbreviation

1.4 Significance of Knowledge

The advantage of the discussion of this report is to develop the scientific skills that I have gained so far in making a report, and can become information to others in search of information. While for the organization can be a motivation to improve the quality of effectiveness in improving a better working.

1.5 Framework of the Theory

Abbreviation is always interesting to be discussed. They are small parts of linguistic field or Morphology field to be specified which often get attention from many academics. The same problem that is always distracts people to examine deeper and deeper. People usually confused when they face abbreviation. One thing that always comes to their mind is "What is the abbreviation?"

Abbreviation is one of many ways of forming words. It is similar with the usual blend and its function is none other to shorten long words. *Abbreviation has in common with truncation and blending that it involves loss of material (not addition of material, as with affixation), but differs from truncation and blending in that prosodic categories do not play a prominent role. Rather, orthography is of central importance (Ingo Plag, Word Formation in English: 161).*

Based on the quote above that is the abbreviation is a big topic that contains with: acronym, blending, coined, alphabetism and clipping. Abbreviation that the writer found in the Letter Post Manual is acronym, coined, alphabetism, and clipping. The further explanation will be executed in the chapter III.

1.6 Research Method

The research method used is the following:

1. Literature review is a source of data collection of books, journals, and other materials that has to do with the problem being discussed.
2. The way of making observations on topics that will be analyzed.
3. Analysis of the abbreviations that will be analyzed.

1.7 Place and Time

The writer did job training in PT.POS Indonesia, located on Jl. Banda 30 Citarum Bandung. The timing of the job training begins on 16 July until 15 Augusts 2012, within approximately 23 days. It began on weekdays, starting at 10.00 A.M until finished.

In this company, I was placed at the International Relations who handle mailing activities abroad. During the job training, I did a lot of practical work to find the data I need in the preparation of this report.