CHAPTER I

INTRODUCTION

1.1 Background to the Topic

In defining a word, we may find a difficulty if we do not have an experience to a word before in every language. It is no doubt that language always develops and the result is that there are many new words appeared in day-to-day life then. We may be expected to know the word formation rule to have the actual meaning of a new word morphologically. If we talk about the word formation rule, there will be the word formation processes, including suffix, affix, infix, prefix, combining and compounding.

Compounding is one of the word formation processes in which it is the most productive type in English. It will thus be the topic of this job training report since some compound words found in some works are found in the *Letter Post Manual* at PT. Pos Indonesia. The difficulties in defining compound words are the difficulty in finding the actual meaning of compound word and whether or not the meaning is inherited from the elements or the members of compound words.

There are some postal terms formed by compounding through the *Postal Letter Manual*. It may be easier to find their meaning in a dictionary rather than to know how the word formation of compound works. However, by understanding the word formation process, the meaning of compound will be known through the elements of compound forming the actual meaning.

1.2 Scope

It is possible to say that compounding is very interesting to be studied because the meaning of compound is not easy to predict whether or not the members or the elements of compounding inherit to its meaning. The meaning of compound comes from either outside or inside the semantic head. Consequently, it is the problem in defining a compound word. Thus the topic of this job-training report goes to the compounding in which it will be specified on the headedness.

1.3 Objectives

In defining compound words, the important thing is how the elements of compound contribute in forming a meaning. Moreover, if a compound word has not been stored in our mental lexicon, it will be hard to get the actual meaning and to know whether the meaning comes from either inside or outside the semantic head. It becomes the point to take headedness in compounding as the main topic of this job-training report. In this job training, it is going to know how the semantic head of compound words inherit their meaning.

1.4 Significant to Knowledge

This job-training report aims to explaining some compound words found in the *Letter Post Manual.* They will be approached to a theory related, so that they may account as endocentric or exocentric. However, the important thing is that it will be helped both in defining and classifying a compound word, if it is known the word formation processes at least compounding.

In the term of compounding, headedness is where a compound word has the semantic head inside or outside. The semantic head has an important role in forming the meaning of a compound. Basically, compounds have a systematic property on which their head are placed on the right-hand side, the so-called right-hand head rule (Williams 1981a:248). For example, the compound word *whiteboard* is defined as a kind of board that is in white color and used for writing on with markers. The concept of the meaning comes from *board* and it is then modified by *white*. The compound word *whiteboard* is endocentric compound because *board* contributes to its meaning and *board* is the head of the compound. If it is so, what about *finger mail*? *Finger mail* is not defined as a mail shaping like finger but rather as the term to check and verify the addresses on mail between deliveries stops on a carrier route before selecting mail pieces for the next stop. The meaning of the compound does not come from the semantic head of the compound. Otherwise, it comes from outside instead and *Finger mail* is exocentric compound. *Mail* does not give contribution to the meaning although there is the semantic connection *implicitly*, the connection between the semantic head *mail* and the meaning itself.

1.5 The Framework of The Theory

The topic in this job-training report will be treated by Ingo's theory about compounding in which he also explained headedness in more detail. As in *whiteboard* and *finger mail*, the compound is a word having two elements on

which the first of which can be a root, a word or a phrase, and the second of which can be a root or a word (Ingo 2002:173).

From those examples given, compounds are, now, distinguished by *endocentric* and *exocentric* compound. In sum, the compounds having their semantic head inside the compounds are called endocentric compounds (Plag 2002:186), as in *whiteboard*. In the other hand, the compounds having their semantic outside the compound are called exocentric compounds (Plag 2002:186), as in *finger mail*.

1.6 Research Method

Some compound words found in the *Letter Pos Manual* will be analyzed and described use descriptive analytic in this job training report.

1.7 Place and Time

It is very challenging for having a work at PT. Pos Indonesia especially in International Relation Division. It is started on Monday, 16th July, 2012. The work hours are three days in a week. It is then ended on Wednesdays, 15th August, 2012.