CHAPTER III

THE DESCRIPTION OF THE TOPIC

3.1 The General Description of The Letter Post Manual

The topic of this job training report is about to analyze the language use of post through the terms formed by compounding in *Letter Post Manual*. The first edition of the *Letter post Manual* was published by the International Bureau after the 1994 Seoul Congress to replace volume 2 of the Annotated Acts issued after each Congress from 1940 t0 1991. *The Manual* is designed so as to give a reader immediate access to all the information. In the information given, of course, there will be terms of letter post in compound words.

3.2 Explanation

Some compound words, found in the *Letter Post Manual*, will be explained in this chapter. They then will be known how important the member or semantic head of compound words are, in forming the meaning. The formation of a meaning of compound is determined by the semantic head. The head of compound is often placed in the right side of compound, the right-hand head rule as Williams stated. However it is not that simple—If we know the semantic head, we will then know the meaning somehow. In fact, to predict the meaning of compound words is not as easy as they occur because

there are the semantic heads which come from either inside or outside as can be seen from:

a. *Airmail* is a kind of mail sent by air transportation. The semantic head of the compound words *airmail* is inside of the compound and the head is *mail.* It means that airmail is *endocentric* compound.
b. *Face value* is not a kind of value but rather kind of term for the inscribed worth of a denominated postage stamp. Here, the *value* does not inherit the meaning. Instead the meaning comes from the outside of the semantic head or headless, *exocentric* compound. The compound is hard to predict the meaning because the elements of compound do not give contribution to form the meaning.
c. *Mailbag is* a kind of bag to hold mail. In this case, *bag* is head of the compound and *mailbag* is *endocentric* compound. The semantic head comes from *bag* that gives contribution to form the meaning.
d. *Guideline* is a line by which one is guided: as an indication or outline of policy or conduct. The compound word *guideline* is headed and *line* is the head of compound. In other words *guideline* is *endocentric* compound because the element of the compound gives contribution to the meaning of compound.
e. *Airline* is not a kind of line but rather an air transportation system including its equipment, routes, operating personnel, and

management. The meaning of the compound here is inherited the outside of the semantic head. Thus airline is *exocentric* compound.

f. *Aircraft* is not a kind of craft but a vehicle (as an airplane or balloon) for traveling through the air. The compound word aircraft is *exocentric* compound because the meaning of compound comes from the outside the semantic head.

g. *Postcard* is a kind of card designed for writing and mailing without an envelope and requiring First-Class Mail card or letter postage, depending on the dimensions. The meaning comes from the inside of compound and *card* is the head which contributes to the meaning. Thus, it is no doubt to hold that *postcard* is *endocentric* compound.

h. *Postmark* is a postal imprint made on letters, flats, and parcels that shows the name of the Post Office that accepts custody of the mail. The meaning of compound is inherited by the element of compound itself. The head is the word *mark* which gives contribution to the meaning, thus, *postmark* is *endocentric* compound.

i. *Airlift* is the movement of mail by air taxi operators and air carriers. The elements of the compound inherit the meaning. The head of the compound is *lift* and the compound counts as *endocentric* compound.

j. *Bulk mail* is mail that is rated for postage in a mailing partly by weight (by bulk) and partly by volume (by number of pieces). *Mail* is the head of the compound which inherits the meaning. *Bulk mail* is also kind of the endocentric compound.

From some compound words above, the compound words have their semantic head both inside and outside. As in data (b), (e) and (f), they are the compound words which have semantic head outside, *exocentric*. Otherwise, data (a), (c), (d), (g), (h), (i) and (j) are endocentric because the elements of compound words inherit their meaning, the semantic head inside. In addition the compound words (a) – (j) are the same that they are noun-noun compounds and the part of speech is as a noun as well.