CHAPTER II

THE GENERAL DESCRIPTION OF BALAI BAHASA BANDUNG

2.1 Description of Balai Bahasa Bandung

The 36th article of UUD 1945 states that *bahasa resmi negara adalah bahasa Indonesia*. Based on that article, in 1948 the Government of Republic of Indonesia found the institution, namely *Pusat Bahasa*, in order to protect, construct and develop the Indonesian and indigenous language. The position of *Pusat Bahasa* is under the Department of Education. The responsibility of *Pusat Bahasa* is to develop and maintain the language and literature both of Indonesia and indigenous.

Pusat Bahasa has 22 branches in Indonesia such as *Balai Bahasa Aceh, Balai Bahasa Medan, Balai Bahasa Padang, Balai Bahasa Pekanbaru, Kantor Bahasa Jambi, Balai Bahasa Palembang, Kantor Bahasa Lampung, Balai Bahasa Semarang, Balai Bahasa Surabaya, Balai Bahasa Yogyakarta, Balai Bahasa Bali, Balai Bahasa Papua, Balai Bahasa Makassar, Balai Bahasa Provinsi Kalimantan Barat, Kantor Bahasa Provinsi Kalimantan Timur, Balai Bahasa Banjarmasin, Balai Bahasa Provinsi Kalimantan Tengah, Balai Bahasa Provinsi Sulawesi Tengah, Balai Bahasa Provinsi Sulawesi Utara, Kantor Bahasa Nusa Tenggara Barat, Kantor Bahasa Provinsi Sulawesi Tenggara* and *Balai Bahasa Bandung* where the writer conducted the job training.

This institution was officially established in September 1999 and located at the Sumbawa No. 11, Bandung. The primary task of Balai Bahasa Bandung is to develop, to increase, and to protect the language and literature both of Indonesia and indigenous language in West Java.

2.2. The Objectives of Balai Bahasa Bandung

The objectives of Balai Bahasa Bandung can be described:

1. To improve the quality of linguistics and literature;
2. To increase the positive attitude towards linguistics and literature;
3. To develop the materials of linguistics and literature;
4. To develop the manpower in linguistics and literature field; and
5. To improve the cooperation.

2.3. The Services of Balai Bahasa Bandung

Balai Bahasa Bandung services includes, as follow:

1. Receiving questions relating to the issues of linguistics and literature of Indonesia and the indigenous;
2. Consultation services: individual or group, either through face-to-face, mail, fax, phone regarding to arrange papers, reports, thesis and the language used in formal letters;
3. Provide the manpower to edit manuscripts, documents or other materials published in Indonesian or indigenous language;

4. Provide the manpower in counseling regarding to linguistics and literature of Indonesia and the indigenous language;
5. Provide the manpower to be judge at the competitions related to linguistics and literature, commonly in writing competition;
6. Provide a library for the community, especially those interested in the problems of linguistics and literature;
7. Provide the Proficiency Test (Uji Kemahiran Bahasa Indonesia /UKBI) for students, teachers, and community;
8. Provide the expert in language (linguist) as the leader for manufacturing the legislation, court proceedings, police investigations, etc.

2.4. Job Position and Coordination

2.4.1. Job Position

In Balai Bahasa Bandung, the present writer was assigned as the technical staff of linguistics. The jobs that were given to the present writer including: translating, making a script, and reviewing a book.

2.4.2 Coordination

During job training process, the present writer coordinated with some staffs:

1. Drs. Muh. Abdul Khak, M.Hum

   a. Job Position : The Head of Balai Bahasa Bandung

   b. Job Authorities : Allowing the present writer to conduct the Job Training

   c. Job Responsibilities : Monitoring the program in Balai Bahasa Bandung

2. Ummi Kulsum. S.S

a. Job Position : Training Coordinator

b. Job Authorities : Giving the job and grade to the present writer

c. Job responsibilities : Monitoring the present writer during did the job training

3. Anne Erlyane

a. Job Position : The Head of Administration

b. Job Authorities : Receiving the present writer to conduct the Job Training

c. Job responsibilities : Managing the overall daily office operations

2.5. The Organization Structure of Balai Bahasa Bandung

