CHAPTER I

INTRODUCTION

1.1 Background to the topic

The job training activity is a field of study that has to be done by students. The aim of job training activity is to develop the capabilities and to add the knowledge especially in the work field. During job training process in PT. Pos Indonesia, the writer finds a lot of experience and knowledge in editing the Letter Post Manual.

Editing uses to make the language to be more communicative in order to make the reader reads the text easily. The Letter Post Manual is originally from France and it needs editing to be more communicative in English language because every language has its own system. Abdul Chaer (2007: pg.33) states that *"bahasa itu sebuah system, system berarti susunan teratur berpola yang membentuk suatu keseluruhan yang bermakna dan berfungsi. System ini dibentuk oleh sejumlah unsur atau komponen yang satu dengan yang lainnya berhubungan secara fungsional"*.

In editing process, the writer finds the grammatical mistake and inappropriate choice of words in Letter Post Manual. The aim of editing the text is to create the text to be more communicative and the information can be received clearly by the reader.

The process to make the text to be more communicative makes the writer raises it to be a job training report. Thus, to make this observation focus, this paper will report The Editing Letter Post Manual to be Communicative Language in PT. Post Indonesia.

1.2 Scope

This report focuses on editing the Letter Post Manual to be a communicative language. The editing process focus on the grammatical mistake and the choice words uses in the Letter Post Manual.

1.3 Objective

The objective of this report:

1. To describe the grammatical mistake in the letter postal manual.
2. To describe an in appropriate choice of word in the sentence.

1.4 Significance to Knowledge

The significance of writing this paper hopes to expand student's knowledge in writing a report, especially on editing process.This paper also hopes to be a reference for student in English Department who wants to raise the topic about the editing process.

1.5 The Framework of The Theory

In the framework of the theory, the writer edits the Letter Post Manual. An editor shall pay more attention to the grammatical mistake and the appropriate choice of words to make sure that there is no wrong information in the Letter Post Manual. According to Meaning-Based Translation by Mildred L. Larson:*" Texts are chosen to be translated for various reasons. Most often it is to communicate certain information to people speaking another language, or it may be to share the enjoyment of the source text."*(1984: pg.46)

Based on the quotation above, the reason of translating the text is to communicate the information to people in another countries. It makes editing to be an important part in translation because it makes the information can be deliveredclearly. The writer has to edit the text to keep closely with the original English language as stated by Kris Van De Poel in the text editing. According to Text Editing From A Talent To A Scientific Discipline:

> *"The editor is presented with the same problem as the translator: the decision has to be made whether the text has to remain as closely as possible to the original or the text has to be brought more closely to the target audience. In the first case as little as possible is changed to the original, in the second the style can be adapted if required and redeemed necessary by the text editor".*(2003: pg.18)

The quotation above explains that the editor has to make the decide the right structure and appropriate word to make the text more closely to the audience.

1.6 Research Method

In this report, the writer uses descriptive method. According toE.Talmadge, John.B.Haman, James. Bornhauser, Fred, 1962, *The Rhetoric-Reader*, United State of America: Scott, Foresman and Company;

> *"Descriptive writing attempts to state in words the sensory experience of particular things in the phenomenal world-what the writer has actually seen, tasted, heard, smelled, or touched, or what he has vividly imagined."*(pg.14)

According to above explanation, the method is used to describe the data comprehensively.

1.7 Place and Time

The writer conducts the job training in PT. Post Indonesia located at Jl.Banda 30 Citarum Bandung Street. The time of the job training was about one month, started from 16 July to 15 August 2012. It started at 10.00 am.