CHAPTER III

THE DESCRIPTION OF THE TOPIC

3.1 Editing the Letter Post Manual to be communicative

3.1.1 Explanation

During the job training, the writer gives a task to edit Letter Post Manual to make it more communicative. When the writer reads the Letter Post Manual, the writer finds the grammatical mistake and inappropriate choice of words. Then the writer tries to fix the grammatical mistake and found the appropriate choice of word.

Data 1

Special bags containing newspapers, periodicals, books and similar printed documentation for the same addressee at the same address called “M bags”, up to 30 kilogrammes.

In data 1 above, the word “kilogrammes” is inappropriate choice of words because the word “kilogrammes” is unnatural in English language and it is affected by France. The word “kilogrammes” use the suffix –es.

The sentence mentions that the “M bags” contains more than one kilogram, thus the word “kilogram” must be written in plural form. The appropriate plural form for “kilogram” is “kilograms.” From the explanation above, here the suggestion correction data 1:

Special bags containing newspapers, periodicals, books and similar printed documentation for the same addressee at the same address called "M bags", up to 30 ***kilograms****.*

Data 2

No delivery charge may be collected from the addressee in respect of small packets weighing less than 500 grammes. Where domestic small packet items weighing over 500 grammes are subject to a delivery charge, the same charge may be collected in respect of incoming international small packets.

The data 2 above, explains that small packet weighing less more than one small packet gram. The word "grammes" is inappropriate choice of word in natural English language. The word "grammes" use suffix –es.

In the sentence above, the word "grammes" must be "gram" in natural English language. But, the word "gram" must be written in plural form from the paragraph explanation above. Thus, the appropriate choice of word of plural form for the word "gram" is "grams". From the explanation above, here is the suggestion for data 2:

No delivery charge may be collected from the addressee in respect of small packets weighing less than 500 ***grams****. Where domestic small packet items weighing over 500* ***grams*** *are subject to a delivery charge, the same charge may be collected in respect of incoming international small packets.*

Data 3

Where warranted by the number of light-weight bags, envelopes or packets to be conveyed on the same sector, sacs collecteurs shall be made up, wherever possible. They shall be made up by the post offices responsible for handing over airmails to the airline undertaking the conveyance.

In the data 2 above, the word "collecteurs" is affected by French Language "collecteurs." The sentence in Letter Post manual must give the clear information to the reader. Thus to make the all of information can be delivered to the people clearly, and then the word "collecteurs" must be edited to be a natural English language. Therefore, the word "collecteurs" must be changed in natural English language by used the word "collectors".

From the explanation above, here is the suggestion for a correction of data 3:

Where warranted by the number of light-weight bags, envelopes or packets to be conveyed on the same sector, sacs ***collectors*** *shall be made up, wherever possible. They shall be made up by the post offices responsible for handing over airmails to the airline undertaking the conveyance.*

Data 4

Administrations that send more than 100 tonnes of letter-post mail per year on a specific flow, or that settle terminal dues based upon individual mail flow estimates, shall use the UPU-standard S9 receptacle identifier on all postal

receptacles (including air, S.A.L., and surface receptacles) and should, as far as possible, transmit:

The data above, the word “tonnes” is inappropriate choice of word because the word “tonnes” is affected by French Language. The word “tonnes” use suffix –es. The appropriate choice of word for the word “tonnes” must be “ton” in natural English language. But, the sentence above, mentions that more than one of letter-post mail was sent per year. Thus the word “ton” must be written in plural form. The appropriate choice of word of plural form for the word “ton” is “tons”. From the explanation above, here suggest correction bellow:

Administrations that send more than 100 ***tons*** *of letter-post mail per year on a specific flow, or that settle terminal dues based upon individual mail flow estimates, shall use the UPU-standard S9 receptacle identifier on all postal receptacles (including air, S.A.L., and surface receptacles) and should, as far as possible, transmit:*

Data 5

Procedures concerning the transmission, routeing and receipt of mails/items.

The data 5, the word “routeing” is inappropriate choice of word because the word “ routeing” is unnatural English language. The word “routeing” is affected by French language. Thus, the word “routeing” in natural English language do not used “e”. Thus, the word “routeing” must be “routing”. From the explanation, here the suggest correction Data 5 bellow:

Procedures concerning the transmission, ***routing*** *and receipt of mails/items.*

The data above shows that there are some grammatical mistake and inappropiate choie of word in the Leter Post Manual. It is mainly caused by the influence of French language. The usage of inappropriate word can cause misunderstanding to the content of the letter manual. Thus, it must be edited to make it more communicative.

3.1.2 Problem and Solution

During the job training, the writer finds the problem when the writer edited Letter Post Manual. Here are some problems in editing Letter Post Manual; first, a writer has a little knowledge on French language which affects the natural English language in Letter Post Manual.

Based to problem above, here are some the solution to the problem:

1. Explore information on French Language that usually affected English.
2. Do a close reading to the text, so the writer can identify the mistake
3. Editing the words that are influenced by French language into English language in Letter Post Manual.