CHAPTER II

THE GENERAL DESCRIPTION OF BALAI BAHASA BANDUNG

2.1 Description of Balai Bahasa Bandung

Balai Bahasa bandung is institutions are conducting the research, development, and construction of language and literature in the area. Balai Bahasa Bandung office located at 11 Sumbawa Street, Bandung. Balai Bahasa also is the realization of a superior research institutes and information centers and services in the fields of language and literature (Indonesia and regions) in West Java.

Balai bahasa was built for many resposibilities of languages there are:

1. Improve the quality of language and literature;
2. Increase the positive attitude towards language and literature;
3. Develop informational materials and literary language;
4. Cultivation of language and literature;
5. Improve cooperation.

Balai bahasa bandung services is receiving questions relating to issues of language and literature of Indonesia and the region. Cconsultation serves as individuals or groups, either through face-to-face, mail, fax, phone, or visit with, on the preparation of papers, letters official languages, and the language of the report. Balai bahasa bandung also are cooperate with other agencies, both public and private, or by individuals in the field of language and literature of Indonesia and the region, for example in terms of research, extension, training, broadcast coaching, editing, judging, meeting linguistic / literary , etc. Provides a library for

the community, especially those interested in the problems of language and literature, and it arrange test of Proficiency in Indonesia (UKBI) for students, teachers, students, faculty, and community.

2.2 Job Responsibility

The writer had several job resposibilities during job training process as Linguistic tehnical staff in Balai Bahasa:

1. The writer making of English book reviews and rewrite again as summary for Balai Bahasa magazine.
2. The writer have to observe for Indonesian particle words .

   For examples:

   - The writer has to search and observe the words “donk” and “deh from any sources.
   - The writer has to observe the sentence, which is, contains words of “dimana” as a conjunction.
3. The writer has to observe for language phenomenon in facebook as a communication of media.

2.3 Job coordination

During the job training, the writer has coordination with Mrs Ummi as Linguistic technical leader for consulting the works. The writer was assigned in Linguistic technical staff to back up the linguistic tehnical leader.