CHAPTER II

THE BUSINESS OF GLOBAL LINGUIST

2.1 Description of Global Linguist

Global Linguist is aspecializedtranslation company addressed at CipagantiRahayu Regency F-27A Jl. Cipamokolan Bandung Timur. This company is pioneered byMrs. DibaArstsiyanti, S.S., M.Si.,and her sister,Mrs. DianitaArtsiyanti, S.E.. Global Linguist alsoreceiveslanguage trainingforaninstitution.

2.2 The Work of Global Linguist

1. Translation

Consideringnot everyonehas the ability totranslate well, globallinguistpresent offerstranslationservices.Globallinguistreceive varioustypesof texttobe translated, such as; novel, psychology, medical, and others.

2. Training for an Institution

In addition tofocusontranslation, Global Linguistalso receivestrainingforaninstitution, particularly forinstitutions thatrequirelanguage skillsandgood writing.

2.3 Job Position and Coordination

2.3.1 Job Position

The writer had worked in Global Linguist as a freelance translator with two of her friends Lady SekarMayang and Yolanda ErlinaParede. The writer usually did her work at home, started onJuly17th2012untilSeptember19th.

2.3.2 Coordination

During the job training process, the writer assisted by the staffs in Global Linguist.

1. DibaArtsiyanti, S.S., M.Si. as the head of Global Linguist
2. SavitraWibawa, S.Si. as the manager and editor of Global Linguist

2.3.3 Responsibilities

Theclientswho needour helpprovidethe material to theMrs. Diba,andshewill give it toMr. Avitto be handedto the writer and two ofher otherfriends.

After finishing the translation, the writer will send back the material to Mr. Avit as the editor to be edited before giving it back to the client.