CHAPTER III

THE DESCRIPTION OF THE TOPIC

In this chapter, the present writer will give explanation about the topic which is chosen as job training report. The topic is about abbreviation that is taken from tourism term during work in PT. DAGO WISATA INTERNASIONAL.

3.1 Explanation

Grammatically, Abbreviation is from Latin from the word “Abbreviare” which is translated in English is to shorten. Abbreviation (from Latin *brevis*"short") so that the abbreviation is a shortened form of a word or phrase used chiefly in writing to represent the complete form, such as *Mass.* for *Massachusetts* or *USA* for *United States of America* .

There are many different types of abbreviations and here are six types of abbreviation.

2. Acronym

   Acronym is forms a word using the initial parts or first letters of a name. For example, UNESCO ,APEC, and OPEC are all acronyms that take the first letter from each word to form a new word. Lesser known acronyms include scuba and laser. The latter examples show that not all acronyms have to be capitalized.

3. Initialism

   Initialism as known as alphabetistim which is a group of letters that is spell out one by one , used as an abbreviation for a name or expression. Examples include: CD, TV, and UK.

4. Truncation

   Truncation is type of abbreviation consists only of the first part of a word. These are most often used when referring to proper titles such as months of the year or days of the week, for example: Sun., Dec.

5. Clipped

   Clipped is Similar to truncation that is using a part of the word to form the abbreviation, but in this case is using either the middle or end. Common clipped abbreviations include phone (telephone) and fridge (refrigerator).

6. Aphesis

   In this case, you have dropped the unstressed vowel at the beginning of the word. These are often unintentional and casually spoken versions of the words. Perhaps the best example is ’cause instead of because.

7. Portmanteu

Portmanteu is the blending of two or more words will give you a portmanteau. Some of my personal favorites include liger (lion and tiger), spork (spoon and fork), skort (shorts and skirt), and brinner (breakfast and dinner).

Some things to consider when using abbreviations:

- Anyone can make up an abbreviation and many are non-standard. They should, therefore, be left out of formal writing.
- If the full word would be capitalized (e.g., Sunday or January), make sure to capitalize the abbreviation (e.g., Sun. or Jan.).

3.2 Discussion

During conduct job training in PT. DAGO WISATA INTERNASIONAL, the present writer found some abbreviation which used in tour and travel term or tourism term and the data are as follows.

3.2.1 Abbreviation in Tour and Travel Term

3.2.1.1Initialism

A. VIP (Very Important Person)

VIP is important people who participated in a tour package as a commissioner of the company or a government official and others.

The abbreviation is categorized as the initialism because we usually spell out one by one that is "vi ai pi".

B. FIT (Free Independent Travel)

FIT is individual travel in which a tour operator has previously arranged blocks of rooms at various destinations in advance for use by individual travelers. These travelers travel independently, not in a group, usually by rental car or public transportation.

The abbreviation is categorized initialism because we can spell out one by one that is "ef ai ti".

C. GIT (Groups Independent Travel)

GIT is group travel in which individual purchase a group package in which they will travel with others along a pre-set itinerary.

The abbreviation is categorized initialism because we can spell out one by one that is "gi ai ti".

D. TL (Tour Leader)

TL is tour leaders are quite simply the glue that holds our tours together. They are chosen for their travel experience and people skills and are thoroughly trained by Explore, widely acknowledged as some of the best training in the industry

A Tour Leader's ultimate aim is to ensure everyone is well looked after and have a wonderful holiday. They are there to ensure that the tour runs smoothly, that health and safety is adhered to and provide comprehensive briefings at the beginning and throughout the tour.

The abbreviation is categorized initialism because we can spell out one by one that is "ti el".

E. ETA (Estimate Time Arrival)

ETA is estimated time of the arrival of a flight.

The abbreviation is categorized as the initialism because we usually spell out one by one that is "ei ti ai".

F. ETD (Estimate Time Departure)

ETD is estimated time of departure of a flight.

The abbreviation is categorized as the initialism because we usually spell out one by one that is "ei ti di".

G. LO (Liaison Officer)

LO is liaison officer/an intermediary to help visitors or guests to take the purpose place.

The abbreviation is categorized as the initialism because we usually spell out one by one that is "el o".

H. LF (Lost and Found)

LF is reporting place if items/baggage left behind during flight.

The abbreviation is categorized as the initialism because we usually spell out one by one that is "el ef".

I. HTI (Hotel and Travel Index)

HTI is a quarterly publication listing thousands of hotel properties worldwide, used by many professional travel agents.

The abbreviation is categorized as the initialism because we usually spell out one by one that is "ec ti ai".

J. LDW (Loss Damage Waiver)

LDW is additional insurance pertaining to car rentals, covering theft and vandalism in addition to accident damage.

The abbreviation is categorized as the initialism because we usually spell out one by one that is "el de wee".

K. PFC (Passenger Facility Charge)

PFC is a fee for the use of many airports, added in to the cost of an air ticket - another name for an additional tax on travelers.

The abbreviation is categorized as the initialism because we usually spell out one by one that is "pi ef ci".

L. PNR (Passenger Name Record)

PNR is the official name of one's reservation in a computer reservation system.

The abbreviation is categorized as the initialism because we usually spell out one by one that is "pi en ar".

M. ROH (Run Of House)

ROH refers to a hotel room, the type of which is assigned at the discretion of the hotel shortly before you arrive. Usually, the rates are lower.

The abbreviation is categorized as the initialism because we usually spell out one by one that is "ar o ec".

N. BB (Bed & Breakfast)

BB is usually a quaint, country-style accommodation with a small number of rooms, that includes breakfast each morning.

The abbreviation is categorized as the initialism because we usually spell out one by one that is “bi bi”.

O. TLC (Three Letter Code)

TLC is the first obstacle you have to overcome is to find the name of the cities in their representation as flight reservation systems know them.

The abbreviation is categorized as the initialism because we usually spell out one by one that is “ti el ci”.

P. APT (Airport Tax)

APT is Charge levied by an airport's management on the passengers passing through the airport, and often included in the price of the airline ticket.

The abbreviation is categorized as the initialism because we usually spell out one by one that is “ei pi ti”.

Q. TIC(Tourist Information Centre)

TIC is office offering information about tourist/visitor attractions, facilities and services, and sometimes also offering such services as accommodation reservations. It may be provided by government, tourist boards or another organization and have a local or wider scope.

The abbreviation is categorized initialism because we can spell out one by one that is ”ti ai ci”.

R. TCF (Travel Compensation Fund)

TCF is a central fund to which all Australian licensed travel agents are required to contribute. The fund is used to compensate travelers in the event of travel agent insolvency but it does not cover losses incurred by the collapse of principals.

The abbreviation is categorized initialism because we can spell out one by one that is ”ti ci ef”.

S. VFR (visiting friends and relatives)

VFR is classification of main purpose of trip/visit or activity in common use in most countries in segmenting the market. See also visiting relatives.

The abbreviation is categorized initialism because we can spell out one by one that is “vi ef ar”.

T. VR (Visiting Relatives)

VR On Australian migration forms, inbound travelers may select visiting relatives (VR)' as their primary purpose of visit rather than visiting friendsand relatives (VFR), which is the more commonly used category in other countries. The VR category is the second most important (after holidays) as a result of the large immigrant population with relatives overseas.

The abbreviation is categorized initialism because we can spell out one by one that is "vi ar".

U. ABP (Able Bodied Passenger)

is a person designated as such by airline check-in staff, who is allowed to sit in seats adjacent to an emergency exit on aircraft.

The abbreviation is categorized initialism because we can spell out one by one that is "ei bi pi".

3.2.1.2 Acronym

A. TRINET (Tourism Research Information Network)

TRINET is an international electronic network coordinated by the School of Travel Industry Management in conjunction with the Computing Center of the University of Hawaii. The network facilitates exchange of information among subscribers on research projects, references, conferences and their proceedings,

theses, grant proposals and funding, and tourism education, utilizing telecommunication links in use in universities worldwide. See also Internet.

The abbreviation is categorized acronym because we can spell out one word that is "tri net".

B. IATAN (International Airlines Travel Agent Network)

IATAN is administers the IATAN card, the only widely accepted form of legitimate travel agent identification as distinguished from the often-fake photo ID cards distributed by the so-called " card mills ".

The abbreviation is categorized acronym because we can spell out one word that is "iya tan".

3.2.2 International Organization of Tour and Travel Term

Not only tour and travel terminology which the present writer found but also there is the other terminology that is International Organization and the data can we see below:

3.2.2. 1Initialism

A. WTM (World Travel Market)

WTM is An annual international travel and tourism trade fair held in London in November each year since 1980.

The abbreviation is categorized initialism because we can spell out one by one that is "we ti em".

B**.** IATM **(**International Association of Tour Managers)

IATM is membership organization of individual tour managers, operators of transport, accommodation and other travel industry services worldwide. It promotes standards of competence and professionalism of its members, social contact and exchange of ideas between them, and represents them to the general public.

The abbreviation is categorized initialism because we can spell out one by one that is "ai ei ti em".

C**.** SPTO **(**South Pacific Tourism Organization)

SPTO is established 1983 as Tourism Council ofthe South Pacific (TCSP), a non-governmental organization by National Tourism Organizations of twelve South Pacific island countries, the Council became a regional intergovernmental organization in 1988, to foster regional cooperation in tourism and to enhance the contribution of tourism to economic and social development of the member countries. It is assisted by the European Union within the framework of the Pacific Regional Tourism Development Programme under the Cotonou Agreement as well as by other multilateral and bilateral technical and development assistance agencies.

The abbreviation is categorized initialism because we can spell out one by one that is "es pi ti o"

D**.** WTO (World Tourism Organization)

WTO is inter-governmental organization established 1975 as a UN specialized agency, when it replaced the non-governmental International Union of Official Travel Organizations (IUOTO), founded 1925. In addition to continuing the technical work of its predecessor, WTO is concerned with tourism promotion and development worldwide. Among its main functions are monitoring trends, statistical analysis, provision of information and assistance to authorities in planning and managing tourism in their countries. Its members include 139 countries and territories as well as over 350 affiliate members from the public and private sectors (2001).

The abbreviation is categorized initialism because we can spell out one by one that is "we ti o".

E. BITS **(**International Bureau of Social Tourism)

BITS is founded in 1963, the Bureau aims to promote the development of social tourism, coordinate the activities of members, and inform members on economic, social and cultural aspects of social tourism. Membership consists of governmental and national associations.

The abbreviation is categorized initialism because we can spell out one by one that is "bi ai ti es".

3.2.2.2 Acronym

A. IFTTA(International Forum of Travel and Tourism Advocates)

IFTTA is individual membership organization of travel attorneys and travel executives founded 1983 to promote international cooperation on legal issues as they relate to travel and tourism.

The abbreviation is categorized acronym because we can spell out one word that is "if ta".

B. IFTO (International Federation of Tour Operators)

IFTO is voluntary international organization formed 1970 to represent national associations of tour operators.

The abbreviation is categorized acronym because we can spell out one word that is "if to".

C. PATA(Pacific Asia Travel Association)

PATA is regional organization founded 1951, present name adopted 1986. Aims to encourage and assist in the development of travel industries throughout Pacific-Asia through research, education, training, product development, heritage conservation, promotion and related activities. Members are governments and private sector organizations worldwide.

The abbreviation is categorized acronym because we can spell out one word that is "pa ta".

D. WATA (World Association of Travel Agencies)

WATA is an international sectoral organization founded 1949 with independent travel agencies as members (one per metropolitan area unit), which aims to contribute to the profits of member agencies and their protection by assisting in the development and organization of tourism, providing information to foster such development and by reducing risks through collective action.

The abbreviation is categorized acronym because we can spell out one word that is " wa ta".

The terms above is term of tour and travel which include to several types of abbreviations and it is anew thing for writers because several word of the term commonly is used in daily life especially in tour and travel but the present writer not really understand with the meaning.