CHAPTER II

THE GENERAL DESCRIPTION OF BALAI BAHASA BANDUNG

2.1 Description of Balai Bahasa Bandung

The 36th article of UUD 1945 states that *bahasa resmi negara adalah bahasa Indonesia*. Based on that article, in 1948 the Government of Republic of Indonesia found the institution, namely *Pusat Bahasa*, in order to protect, construct and develop the Indonesian and indigenous language. The position of *Pusat Bahasa* is under the Department of Education.

Pusat Bahasa has 22 branches in Indonesia such as *Balai Bahasa Aceh, Balai Bahasa Medan, Balai Bahasa Padang, Balai Bahasa Pekanbaru, Kantor Bahasa Jambi, Balai Bahasa Palembang, Kantor Bahasa Lampung, Balai Bahasa Bandung where the writer conducted the job training, and others.*

This institution was officially established in September 1999 and located at the Sumbawa No. 11, Bandung. The primary task of Balai Bahasa Bandung is to develop, to increase, and to protect the language and literature both of Indonesia and indigenous language in West Java.

2.2. The Objectives of Balai Bahasa Bandung

The objectives of Balai Bahasa Bandung can be described:

1. To improve the quality of linguistics and literature;
2. To increase the positive attitude towards linguistics and literature;
3. To develop the materials of linguistics and literature;

4. To develop the manpower in linguistics and literature field; and

5. To improve the cooperation.

2.3. Job Position and Coordination

In this sub chapter, the writer explains about the job position and the coordination when the writer conducted the job training which is in *Balai Bahasa Bandung.*

2.3.1. Job Position

In *Balai Bahasa* Bandung, the present writer was assigned as the technical staff of linguistics. The jobs that were given to the present writer including: translating books, researching proverbs, and editing structure of sentence of books.

2.3.2 Job Coordination

During job training process, the present writer coordinated with some staffs:

1. Drs. Muh. Abdul Khak, M.Hum
   a. Job Position : The Head of Balai Bahasa Bandung
   b. Job Authorities : Allowing the present writer to conduct the Job Training
   c. Job Responsibilities : Monitoring the program in Balai Bahasa Bandung
2. Ummi Kulsum. S.S
   a. Job Position : Training Coordinator

b. Job Authorities : Giving the job and grade to the present writer

c. Job responsibilities : Monitoring the present writer during did the job training

3. Anne Erlyane

a. Job Position : The Head of Administration

b. Job Authorities : Receiving the present writer to conduct the Job Training

c. Job responsibilities : Managing the overall daily office operations