CHAPTER II

THE GENERAL DESCRIPTION OF BALAI BAHASA PROVINSI JAWA BARAT

2.1 Description of Balai Bahasa Provinsi Jawa Barat

Balai Bahasa Provinsi Jawa Barat was officially established in September 1999. It is located at the Sumbawa No. 11, Bandung. The primary task of *Balai Bahasa Provinsi Jawa Barat* is to develop, to increase, and to protect the language and literature both of Indonesia and indigenous language in West Java. *Balai Bahasa Provinsi Jawa Barat* was built for many responsibilities of language there are:

1. Improving the quality of language and literature;
2. Increasing the positive attitude towards language and literature;
3. Developing informational materials and literary language;
4. Cultivating of language and literature;
5. Improving cooperation.

Balai Bahasa Provinsi Jawa Barat services includes, as follow:

1. Receiving questions related to the issues of linguistics and literature of Indonesia and the indigenous;
2. Consulting services: individual or group, either through face-to-face, mail, fax, phone regarding to arrange papers, reports, thesis and the language used in formal letters;

3. Providing the manpower to edit manuscripts, documents or other materials published in Indonesian or indigenous language;
4. Providing the manpower in counseling related to linguistics and literature of Indonesia and the indigenous language;
5. Providing a judge at the competitions related to linguistics and literature, commonly in writing competition;
6. Providing a library for the community, especially those interested in the problems of linguistics and literature;
7. Providing the Proficiency Test (Uji Kemahiran Bahasa Indonesia /UKBI) for students, teachers, and community;
8. Providing the expert in language (linguist) as the leader for manufacturing the legislation, court proceedings, police investigations, etc.

2.2 Job Position

In *Balai Bahasa Provinsi Jawa Barat*, the present writer was assigned as writer in the couching language and literature program. The jobs that were given to the present writer is to make essay in mass media.

2.3 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 Provinsi Jawa Barat

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

c. Job Responsibilities : Monitoring the program in *Balai Bahasa Provinsi Jawa Barat*

2. Asep Rahmat., M.hum

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 the job training process

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