

PREFACE

I would like to express my greatest gratitude to the Almighty God for His mercy and love that enable me to finish this term paper.

This term paper is submitted to the D-3 English Programme, Faculty of Letters, Maranatha Christian University, as a partial fulfillment of the requirements for the final assessment of D-3 Programme.

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- Mrs. Jane, as the Headmaster of The Victoria Readers who has given me a chance to do this apprenticeship.
- All the teachers at The Victoria Readers who have assisted me in doing the apprenticeship.
- Mrs. Irene who has supervised me in writing this term paper.
- Mrs. Merry Ellen, Mrs. Henny, Mrs. Fie Sian, Miss Cheryl, Miss Yulianty, Miss Fenty, Miss Elizabeth, Mr. Edward, Mr. Yusak and Mr. Hidayat for their kindness to share their knowledge with me.
- My father and my mother who have given me financial support for my study at Maranatha Christian University.
- All of my friends for their kindness and support during my studies.

I did my apprenticeship at The Victoria Readers at Jalan Sukamaju 2 (Sukajadi), Bandung. The reason why I choose The Victoria Readers as the place for the apprenticeship is because, firstly, it is the only English course which has a special teaching method, especially in teaching reading. The method is called *Phonetic System*. For a child of three years old, who is still incapable of reading and writing, can learn new words by listening to how the words are pronounced. This system trains a child to listen to the sound, pronunciation, and the intonation of a word. In addition, I want to know the method of how to teach children to read with the phonetic system. Secondly, I love teaching children and I enjoy being around them. For this reason, I choose to do my apprenticeship as a teacher. I expect that by teaching children I can apply and improve my English skills that I have learnt at the D3 Programme for English.

The Victoria Readers is one of the companies which runs its business in educational field. The Victoria Readers is an English course for children of 3 to 7 years old. The Victoria Readers was established by Victoria Wong Tsa Ling, an English teacher with her teaching experiences in junior high school and senior high school for more than 25 years old. She has created a new reading method. The method is made systematically to help the children so that they can improve their reading skill in a short time. The Victoria Readers was first established in Malaysia in 1996. At present, it has more than 60 branches both in Malaysia and in Indonesia. Then in October 2004, The Victoria Readers opened its branch in Bandung.

To be a teacher in The Victoria Readers, one should meet the following requirements :

- Minimum a graduate of D-3 English Programme
- Female, maximum 25 years old
- Loves children
- Possesses good skills in written and oral English
- Communicative, initiative, hard working
- Neatly dressed and friendly
- Discipline
- Responsible

The position given helps me to have a better understanding of their method of how to teach reading and teach children in the proper way; therefore, the children can understand faster. With the opportunity that I get from this apprenticeship programme, I gain work experience and also have the chance to practice my English skills that I have studied at Maranatha Christian University.

I did my apprenticeship from the beginning of January until the end of February 2007. I work three times a week according to the schedule below :

DAY	TIME
Monday	10 a.m – 12 a.m
Tuesday	11 a.m – 3 p.m
Thursday	11 a.m – 3 p.m

On those days, I do my tasks that have been given by the headmaster. On the first day, I do my apprenticeship at The Victoria Readers as a teacher assistant. I watch how the teacher taught the children about the alphabets and

sounds of long vowels and short vowels by using phonetic system. The activities during the apprenticeship were teaching the children how to pronounce words. For example, I taught them how to read words such as am, in, it, and at. I also taught them how to read some words that are combined from one vowel and two consonants, like cat, red, rat. I taught simple grammar of how to use the word “a” or “an” in the sentences. At the end of the lesson, I give the children a review and homework. While teaching, I found it difficult to motivate the students when they were tired. To help me do this job, I used devices such as story books, toys, computer, tape recorder, and stationery.

During the apprenticeship, I use the four aspects of English skills, namely Speaking, Listening, Reading, and Writing. Speaking was used when I spoke with the other teachers or the children in the class. Listening was used when I heard the children do the communication. Reading was used when I read books to the children. Writing was used when I wrote the explanation on the whiteboard or gave exercises to the children.

During the apprenticeship, I noticed the courses in D-3 programme, such as Techniques for TEFL, Teaching English to Young Learners, Psychological Approach to Teaching, and Emotional Intelligence at the Workplace are useful because in Techniques for TEFL and Teaching English to Young Learners I learnt how to teach the young learners. In Psychological Approach to Teaching, I learn to know a person’s characteristic and how to face them. In addition, in Emotional Intelligence at the Workplace I learn how to make an interaction or make a good relationship in a work place. After doing the apprenticeship as a teacher, I find that the job is challenging because it requires responsibility to teach the children reading by means of phonetic system.

After finishing the apprenticeship programme at The Victoria Readers, I get new experiences and knowledge that are very useful especially in teaching

how to read faster. While doing the apprenticeship I was aware of my strength that I was able to master the phonetic system to teach the children. On the other hand, I realize that I still have several weaknesses to improve, especially in my speaking skills. I also know that I find difficulties in adapting myself to my new working environment.

Finally, I have some suggestions for the institution and the D3-Programme. For The Victoria Readers I suggest that they will give the teachers more training to improve their teaching quality. For the D-3 Programme, I suggest that the apprenticeship programme will still be held because it gives more experience to the students before they start working in the real working world.