

I choose to do my apprenticeship as a translator at PT. Suryaniaga Lokalestari (SERACOM) because this job is appropriate with what I have learnt from my study at D3 Programme for English. I am interested in translating because I want to practice my English competence in the real world. Beside, I have taken the translation subjects in D3 Programme for English, and I am quite interested in the subjects. I choose to do my apprenticeship at PT. Suryaniaga Lokalestari (SERACOM) because the security company has a wide marketing network and good relation with several kinds of institutions.

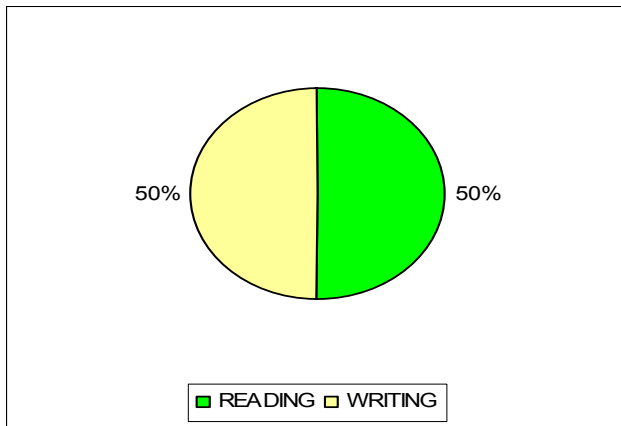
PT. Suryaniaga Lokalestari (SERACOM) was established in June 1989 in Bandung. At first, PT. Suryaniaga Lokalestari work in computer sector, but as more and more computer companies were established in Bandung, PT. Suryaniaga Lokalestari changed its name into SERACOM up to know. SERACOM has various costumers, from educational institutions to business and government institutions. The motto of the company is "BEST QUALITY, BEST PRICE, BEST SERVICE" as the company has commitment to keep the quality of their products.

To be a translator in the company, I must have a good command of English and Indonesian and be able to operate the computer especially using Microsoft Word programme. In doing the job, I use English-Indonesian dictionary, a computer, and a printer.

I work during Monday until Saturday from 08.00 until 13.00. During the first week of the apprenticeship I have to get my self accustomed with the new environment. Having introduced me to some of the staff, The supervisor gives me some information about the work and activities that I should do. In doing this apprenticeship, I co-operate with the secretary of the company. Everyday I have to ask the secretary about the letters from other companies in Indonesia to send or order item. After that I have to translate the letters from English into Indonesian and the letters should be given back to the secretary. I usually translate one or two letters each day.

I also work with the marketing staff during my apprenticeship. My job is to translate brochure used by the marketing department. After finishing the translation of the brochures, it is also my duty to pass them on to the customers who need more information about the SERACOM products. Each time I am done with translating the letters and brochure, I have to do some editing. The purpose of editing the letters and brochures is to make it easier and more comfortable for customers to read and get the message of the letters and brochures. My main duty as a translator is to make the translation and summary from letters and brochures from English to Indonesian. The function of translating the letters and brochures is to help the marketing staff and the secretary.

During the apprenticeship as a translator at PT. SERACOM, I only use two language skills, namely reading and writing. Reading is used when I read the letters and brochures. Writing is used when I write the translation or summary from letters and brochures. The percentage of the English language skills that use is percentage in the pie chart below :



During the apprenticeship at SERACOM, my supervisor thinks that I have strength in reading because I do not have any difficulty in understanding the letters and brochures, however I have a weakness in writing because I sometimes do not have the idea on how to make sentences become simple.

I think the translation subjects which I have learnt at D-III Programme is very useful because they teach me the step-by-step process to make good sentences, so when I do my apprenticeship at SERACOM I do not have any difficulty and I do not feel nervous when doing my job.

After doing my apprenticeship at SERACOM, I find out that the job of a translator is interesting. By being a translator, one can widen his knowledge about many things and in particular improve his vocabulary. As for me, the apprenticeship programme has given me a lot of experience, more knowledge and skill as a translator. Now it is usual or me to work in team, and it is not difficult to adapt myself with others.

I would like to suggest SERACOM to increase the number of the marketing staff because I think nowadays security equipment are more and more considered important. By having more marketing staff, the company can approach more potential costumers and this can increase the income of the company. For D3 Programme for English, I

would like to suggest that the programme should provide more information about the apprenticeship places so that the students do not feel nervous when they come to the institutions.