

English is a foreign language that is taught at school from elementary until university level. The importance of English language attracts the writer's interest to choose the educational field as her place of doing apprenticeship.

The writer has chosen the Christian Elementary School of Trimulia as a place for doing her apprenticeship because in her opinion this school is qualified and the writer is certain to get a lot of knowledge and experience from its process of education. She knows how to socialize at this place. The writer wants to know a lot about the means of teaching at the elementary school because the writer likes playing with small children and wants to teach them.

Trimulia Christian School was established on 1st July 1972 based on the suggestion of Rev.Caleb Tong. The first location of Trimulia Christian School was on the first floor of Church building of GII Hok Im Tong on jalan Gardujati No.51, Bandung. The first activity of teaching-learning process is started at 7.30 am on 3rd July 1972.

Now, Trimulia Christian Elementary School is located at jalan Kebonjati number 145 with 228 students. They are divided into 12 classes (2 classes for each grade). One course lasts 35 minutes and each class accomodates 17 up to 22 students. Until 2003, 6599 students have graduated from Trimulia Christian School and 2024 of them are students from the Trimulia elementary level.

There are various kind of facilities available at Trimulia Christian Elementary School to support the study activities such as: a library, an audio-visual room, a computer laboratory, an auditorium, a play ground, a sport field, and a health centre.

The Vision of Trimulia Christian School is: to be a Christian Education Institute which is able to overcome the future challenge in the globalization era based on Christian faith and morality so as to yield the students who are smart, tough, independent and faithful.

The Mission is to establish a qualified school based on an international scale from playgroup to senior high school and give the best and holistic education to students in facing the globalization era under the Motto: "Learning For Life is Fun".

There are requirements for an assistant of English language teacher at Trimulia Christian Elementary School. They minimally have DIII English qualification and ability to write and speak English well. They also have ability to work together.

During the apprenticeship, the writer came to Trimulia Christian Elementary School twice a week on Monday and Thursday from 9.45 – 12.25 am. On the first meeting, the writer got an opportunity to observe the way of teaching in grade 4.

In the second meeting, the writer observed the way of teaching in grade 4 and grade 5 (2 classes for each grade) and saw their learning activities. It was comfortable that the teacher could teach nicely and enthusiastically so the students learnt the English lesson actively.

The writer had a chance to check the students' homework for the next meeting and gave the marks (A,B,C,D,E). The writer was admitted to observe grade 1 for one course and saw the students learning English for the first time. After that the writer learned how to compose a material and do its exercise together with a test. The material was given by the supervisor who also instructed the writer to teach after she was ready.

When the writer attended the apprenticeship in Trimulia Christian Elementary School, the dominant factor is helping students of grade 4 and 5 who have difficulties in understanding English and also correcting their homework.

Teaching students at the elementary school must learn a simple language with some supporting devices like:

1. A tape recorder which is used to learn pronunciation, vocabulary and structure in English language (in accordance with the lesson).
2. Story books with interesting pictures which attract students' attention to the lesson.

The above supporting aids are very effective to help the students understand some instructions more quickly.

Teaching English to small children is difficult. A good teacher must have initiative and creativity to teach them. Preparation will consume a lot of time for a teacher. The writer does not have any teaching experience to make a good lesson plan and it is very difficult for her to expand her idea.

When the writer was attending the Introduction to TEFL and Designing Lesson Plans and Syllabus classes, she did not understand fully about the lessons. Now she understands how to face children in class and make a lesson plan after she experiences it in the class situation.

In this apprenticeship the writer uses all the English skills in the classes, such as:

1. Speaking

The writer uses both Indonesian language and English language when explaining the material so the students can understand the lesson clearly.

2. Writing

The writer uses writing skill to make some exercises, tests, and corrects the students' homework.

3. Listening

The writer uses listening skill when the students listen to some English exercises from the tape recorder.

4. Reading

The writer uses reading skill when the students are reading the material from the books.

After doing the apprenticeship at Trimulia Christian Elementary School, the writer gets many useful things connected with English skills. The writer can remember the basic part of the English language and understand more words used in the lesson. The writer realizes her weaknesses in English conversation because she is afraid of making mistakes.

The other benefit that the writer gains is good experience. After passing this apprenticeship, the writer can learn how to communicate with the children and to adapt herself in the working environment where she learns to work together. As the result, the writer feels more confident when facing others.

After doing the apprenticeship at Trimulia Christian Elementary School, the writer would like to give some suggestions:

- For the institution

The writer hopes that Trimulia Christian Elementary School can give additional lessons to the students who have bad marks in English subject, so they can attend the English lesson and understand what the teacher explains. This is necessary because English language skills are important in the globalization era.

- For non degree programme networking center

The writer suggests that the networking center should give the students information about job opportunities through a news letter published once

in three months or six months, not only an announcement fixed on a board in front of the teachers' room.