

The reason the present writer chose Daiwatex as the institution for her apprenticeship as a marketing assistant is because at Daiwatex the present writer could put her communicative skill into practice. Therefore, she could add her experience in using spoken English.

Daiwatex is located at Jenderal Sudirman number 747. The company was established in 1976. It covers two fields of business, namely knitting and dyeing. The knitting department produces several kinds of fabric, such as abutay, krejut, vooring, haiget, etc, which color based rolls. Domestic and International businessmen such as Saudi Arabians, Iraqis and Iranians are very fond of these commodities; whereas the dyeing department produces various colors of fabric, using colored dyeing mixture.

As a marketing assistant, the present writer must be proficient in both oral and written English. She must be able to operate computer, at least capable of using Microsoft Word and Microsoft Excel programme. Besides being discipline and responsible, she must be honest, friendly, communicative to anybody and the most important is with customers.

The present writer's routine activities while doing her apprenticeship in Daiwatex are accepting and offering textile products to customers, writing orders, promoting, and explaining designs, colors and various kinds of material.

While doing her apprenticeship, the present writer faced some difficulties. She did not have full confidence of herself and she was a bit nervous when speaking

directly to foreign customers. The reasons for this is the foreign customers often did not speak English clearly so the writer felt confused and did not understand what they actually meant.

The present writer used the four aspects of English skill while doing her apprenticeship in Daiwatex. The speaking skill was used when the writer communicated with foreign customers. When the foreign customers requested and ordered some products by telephoning, the present writer used listening skill. The writing skill was used when she wrote letters of order, messages and replied e-mails from foreign customers and read special terms concerning textile, she used her reading skill.

After doing her apprenticeship, the present writer's ability in using English language such as speaking, listening, reading and writing improved. She also has many experiences such as learning to adapt herself in working environment, working together with others, being professional and discipline in doing her tasks. While doing her apprenticeship the present writer also faced some problems. However, the problems she faced have encouraged her to improve her speaking skill and the result is that she now feels more confident when facing foreign customers.