

Rationale

The writer has decided to choose the work and institution for at least three reasons. First, the writer has taken the lecture of English For Business and Secretary, in which she is interested and later on she hopes to develop her carrer in this field. Second, the writer has entered the D-3 programme for English in which she has practiced the English knowledge that she has got. Third, the writer has chosen the institution because she thinks that the garment sector has an interesting aspect. It has a relation with a foreign company too. If she meets a foreign buyer, she can practice her skills that she has learnt such as conversation and listening.

The writer has chosen the institution because she likes it and hopes she can get more experience from the effective method of learning the garment sector and the problem solving.

Concise History of the Institution

Aneka Citra Busana was established on 12 March 2003 and operated in making and selling clothes of different sizes from baby's wear until adult clothes (polo shirt and oblong shirt). The products are sold in Bandung, Jakarta, and a foreign country, India.

Aneka Citra Busana is located on Jalan Sindang Palay 9. The garment business receive orders, starting from cutting cloth, sewing clothes, steaming, and making a button hole for clothes or trousers until they are packed.

Job requirements to be an assistant to warehouse administrator

- Having ability to communicate with people around
- Having ability to do the jobs that are given by the supervisor
- Having ability to speak English well
- Having discipline, dilligence, honesty, and friendliness
- Having the certificate of D-3 English programme minimally

The routine activities are as follows:

The writer :

- Works from Monday until Friday, starting 9 am to 4 pm
- Handles customers that come to collect the product after he makes an appointment
- Checks if there are products which are spoilt
- Handles the telephone calls from customers
- Makes a report about data supply and product result per day
- Observes deadline accounts receivable and confirms them to all the customers, so there will be no accumulation of the accounts receivable
- Prepares the products which are asked by each division in time
- Asks the driver to send the products which are ready to costumers
- Explains to the another buyers from India about the products

Main jobs

The most dominating tasks from the above routine activities :

For the first time the writer must handle the customers and checking the products which are appropriate to the notes. Then she checks if there are spoiled products and besides that, the witer must tell the customers that the products are ready to be taken.

Use of English

In this apprenticeship the writer just includes two aspects, speaking and listening. The other aspects, writing and reading are not much practiced as the other two skills, because the job does not concern a lot with them.

Job Evaluation

a. Strength

During this apprenticeship the writer can increase her knowledge in using English. The writer can improve her speaking skill by communicating with buyers in English. And she can get more about new vocabularies like knitting, obras, overdeck, so as to broaden her knowledge to understand much about the garment business. The writer can also understand more about the factory condition.

b. Weakness

Sometimes the writer feels nervous and shy. Writing and reading, however, are the two areas of which the writer has not made any improvement. When she met the buyers, she only focussed on conversation and listening.

Suggestion

- **For the Institution**

The writer hopes that the company should have been able to add the machines to optimize the target which company hopes. Besides the company has to add the salesmen because it can obstruct the target which is aimed indirectly.

- For Non-Degree Programme Networking Center

The writer also hopes that The Non-Degree Networking Program should be able to improve itself by establishing better communication or coordination between the students and the other Institutions that give the apprenticeship. The Non-Degree Programme Networking Center is hoped to let the students know for sure in which institution he or she is fit to be assigned.