

I decide to do my apprenticeship at “PT. Sinar Selatan” because the woven products and garment industry has grown rapidly, especially in Bandung. In addition, I am interested in the fashion trends. I choose “PT. Sinar Selatan” because the company has vast experiences in this industry, which is proven by the fact that the company has spread its market to other countries, like: German, East Europe, Emirate Arab, and The Middle East. Accordingly, I have great hopes that the English skills that I have got during my study in D-III English Programme, Maranatha Christian University can be applied during my apprenticeship in “PT. Sinar Selatan”.

“PT. Sinar Selatan”, whose owner is Mr. Rudjali Fendy, was established in 1978. At first, the company run the business by producing underwear. However, because of a lack of orders, this company failed to get success from the produced underwear. Therefore, in 1983, this company changed the production with woven products and clothes. This brought success for the company, especially in the woven products. In the earlier years, the company only marketed the products in Soreang. Then by the growth of the market, the company tried to market the products to Majalaya and DKI Jakarta. Nowadays the company has exported the products to other countries, like: German, East Europe, Emirate Arab, and The Middle East.

During the apprenticeship in “PT. Sinar Selatan”, I help the administration staff in doing their job. The administration staff is responsible to the administration

production department. There are some work qualifications for the administration position such as minimum grade of education is high school, maximum age is 30 years old, possess good command of English, single, communicative, hard working, friendly in manner, loyal, and dressed neatly.

DAY	TIME
Tuesday and Saturday	13:30 – 18:30
Wednesday	08:00 – 11:00 11:00 – 13:00 (break time) 13:00 – 17:00
Friday	08:00 – 13:00

During the seven weeks of my apprenticeship in “PT. Sinar Selatan”, I work four days in a week. When I come, I check the emails. When there is an order from a foreign buyer, I translate it and give the email to the administration staff then I reply it as directed by the administration staff. In addition, I translate the emails first before I send the reply. I also handle telephone calls. I am handling telephone calls as an operator. Computer, internet, telephone, and dictionary are used to help me do my apprenticeship in “PT. Sinar Selatan”. The work that I most often do is translating the product orders from foreign buyer by emails.

There is also a difficulty that I face during my apprenticeship, especially when receiving International Calls from foreign buyers. Sometimes it is difficult for me to get the point of what they are saying, so the foreign buyers must repeat what they say.

There are some English skills I use during the apprenticeship, like writing, reading, speaking and listening. I use English reading skill when reading emails of the product orders by the foreign buyer. With the translation knowledge that I get

during my study in D-III English Programme, Maranatha Christian University, I can translate the emails to be given to the Administration Staff as my supervisor. The second skill is writing skill that I use in replying the emails to the foreign buyer and the knowledge of grammar is used in doing this job. The third is listening skill, which I use when handling International telephone calls from foreign buyer. The fourth is the use of speaking skill, which I use in handling International telephone calls in which I make a conversation with foreign buyer. Apart from the four skills, another important knowledge to support the skills is vocabulary. It is because the vocabulary knowledge helps me to communicate easier with the foreign buyers and to translate the emails easily. I feel that all the language skills subjects, translation, grammar, and vocabulary subject given in DIII Programme for English support me in doing my job.

According to the evaluation from my supervisor during my apprenticeship, my personal qualities are considered average. This is similar to the evaluation of my work results. My competence in English skills are also rated average. I find out that I am quite good at reading and writing. On the other hand, my supervisor tells me that I often look confused when I speak English when handling telephone conversation; therefore, I have to practice more to speak English and listening in English.

After doing the apprenticeship in “PT.Sinar Selatan” for about seven weeks, I can conclude that having skills in English language like reading, writing, speaking and listening is important for an administration staff in communicating with the foreign distributors both orally and in written, so that the export-import process can be successful. I also find out that becoming an administration staff needs carefulness in reading, understanding, writing and filing documents.

From the apprenticeship, I have some suggestions for the company. I think it would be better if the company pays more attention to the employee's welfare, like giving the thirteenth salary or giving bonus to them who have been diligent and good in their job, so that the employees are more motivated when working. I also would like to give comment and suggestion to the D-III English Networking Programme. I would like to comment that the programme is very good in helping me and the students of D-III English Programme in getting more experiences about the working world so that I hope the programme can be further developed. Therefore, I suggest D-III English Programme to have business partnerships with foreign companies in Indonesia.