

I do my apprenticeship at PT. Bertindo Caturkencana which is located at Jl. Hegarsari Raya No.2, Bandung. The reason why I choose PT. Bertindo Caturkencana is because Pt. Bertindo Caturkencana has a job relation with a foreign company. I choose to work as a translator in order to use my English communication skills to deal with foreigners who are partners of the company.

PT. Bertindo Caturkencana is a company that rents heavy tools for oil drillings and it cooperates with foreign company from Rusia, ALNAS as the supplier of drilling tools and spare parts. Here, PT. Bertindo Caturkencana acts as their agent in Indonesia. PT. Bertindo Caturkencana was established in 1990. At the beginning, this company rented building construction tools. For the last three years, this company is renting drilling construction heavy tools and spare parts to Indonesia's mining company, PERTAMINA. At this moment, PT. Bertindo Caturkencana is running the Indonesian government projects, such as in Mundu, Karang Ampel Cirebon and in Sangata Balikpapan, Kalimantan.

To be a translator in PT. Bertindo Caturkencana, one should meet the following requirements:

- minimal D3 English graduate
- male/Female max 30 years old
- able to use computers min. Ms. Office
- able to use the internet

- mastering English skills, both oral and written
- communicative
- having a good Interpersonal skills
- dedicated to the job

My routine works during my apprenticeship are:

- Assisting to translate email or fax from English to Indonesian (active)
- Assisting to reply the incoming emails
- Being a phone operator
- Being an interpreter

I do my apprenticeship from June 19th until 5th August 2006. I worked according to the schedule below:

Day	Time
Monday, Wednesday, Friday	09.00 - 12.00
	12.00 - 13.00 (break)
	13.00 - 16.00

During my work days, I check incoming emails as soon as I arrive at the office and wait for orders from the CEO or the vice president to translate the emails. My job as a phone operator is simple, I only have to answer the International calls from foreign partners then I should directly pass it to the CEO or the Vice President. My most dominated task during my apprenticeship is translating emails and replies them.

The English skills used during my apprenticeship are dominated by reading and writing, which are used to read and to reply the incoming emails. After I finish my apprenticeship at PT. Bertindo Caturkencana within a month and a half, I realize my strengths and weaknesses in English. I am good at listening and pronunciation, especially when I have to answer the international calls I am able to speak with proper pronunciation. On the other hand, I do have several weaknesses which have to be improved, especially in grammar usage and in vocabulary. Moreover, sometimes I forget the right vocabulary when I speak in English.

There are so many lessons in the D-three programme for English which are useful for me during my apprenticeship, especially translation, which is applied to translate emails. Interpreting is useful to translate directly oral English into Indonesian. Reading and writing subjects also helped me to read and reply emails, such as letter of complaints and ordering supplies letter and so on. Writing lessons help me to understand how to write or reply those kinds of letters properly. One more lesson which helps me is, Vocabulary for Business Contact that gives me a lot of knowledge about business jargons.

There were some difficulties which I had to face when I was working as a translator in this company. My biggest problem of all is, I could not fully understand business jargons. I may learn those words in Vocabulary subjects; however, my vocabulary is not yet good enough. In that case, I used a dictionary on searching unfamiliar words.

Working as a translator is not as easy as it looks. It requires a wide knowledge of vocabulary and jargons; besides, it also requires knowledge about business correspondence.

I would like to suggest PT. Bertindo Caturkencana to maximize the staff's motivation and discipline in working, as absences and low self discipline happens a lot in this company and cause less effective company work. As for D3 Networking Programme, I think it is important to have a relation with foreign companies; therefore, the students can learn more about foreign companies so as to widen their knowledge as well as helping them if someday they are working in such companies. A chance of doing an apprenticeship in foreign companies will improve the ability of the students in their English skills and also in their experiences of dealing with foreign companies in the future. Furthermore, the students also may have a chance to be hired by those companies.