

CHAPTER IV

CONCLUSION

Barelatama does not have a proper BLF and the administration staff does not have the ability to compose proper BLF. Based on the analysis on Barelatama BLF and the administration staff who is in charge of handling the letters, Barelatama surely needs to improve its BLF. An improvement in Barelatama BLF will benefit Barelatama in dealing with foreign companies. After analyzing the positive and negative effects of the possible solutions, the solution to improve the BLF at Barelatama is by recruiting a new staff for the administration department with proper knowledge. The new staff will be in charge of handling business letters in English on the administration department.

There are two things that Barelatama should consider if they choose this solution. First, it will take some time to look for the new administration staff. Second, Barelatama will have to pay the staff's salary regularly. It means that Barelatama should add the new staff's salary on its monthly expenses. However, the amount of time and money that Barelatama invested in hiring the new administration staff will give the company many benefits. One of the benefits is the new staff will be able to provide

Barelatama with a fixed BLF that can be used in all Barelatama letters. The new staff can identify the mistakes in Barelatama BLF and change it into proper BLF. The new staff will be able to provide Barelatama with the necessary letters in dealing with foreign companies such as: acknowledgement and acceptance of orders, contract proposal for services, purchase order, and so on. With the new staff knowledge in composing business letters in English, he or she can compose letters according to the needs of the company. This will benefit the company in dealing with foreign clients for this moment and for the future because Barelatama can provide these letters when other foreign companies ask. Third, Barelatama should also consider their foreign clients. It is obvious that with the current BLF, Barelatama has to deal with many problems in dealing with its foreign clients. If Barelatama wants to have better relationship with its current and new foreign clients, one of the most important things that Barelatama should improve is its BLF. Finally, with the new staff ability to compose BLF properly and to provide Barelatama with necessary business letters will surely affect the image of the company. These improvements in Barelatama BLF will benefit the company in dealing with foreign clients.