

The reason why I choose Light Optical for doing my apprenticeship is because Light Optical is one of the biggest optometrists in Bandung with very good facilities, along with a modern system that supports the company. By doing the apprenticeship, I would like to know the operation of the company. I am also interested in the position offered, that is as an assistant to the purchasing staff, because the position helps me to have a better understanding about optical industry, such as the variety and type of glasses and also their price. It is a very good opportunity for me because it also helps me to understand the operation system of the company.

Light Optical is one of the companies which runs its business in marketing glasses. This company started the business in 1968 by door to door selling. In 1971 Light Optical opened its first shop at Jalan Asia Afrika 64. The shop moved three times and finally, the location is now at Jalan Lengkong Besar 113 Bandung. Light Optical provides significant range of products with very good customer service. They offer different range of styles, colours, and shapes of sunglasses, frames, and lenses. Various brands are also offered to the customer.

There are several requirements for becoming a purchasing staff:

- Minimum education requirement : S1 graduates (all major)
- Male/Female (with maximum age of 25 years old)
- Hard working, honest, polite and punctual
- Able to use Microsoft Office
- Posses a good knowledge in optical industry

- Excellent English communication skill both oral and written
- Well groomed
- Have the ability to work as a team

I did my apprenticeship from 20 July 2005 until 10 August 2005. I worked every day according to the schedule below:

Day	Time
Monday - Friday	09.00 - 12.00
	12.00 - 13.00 (break)
	13.00 - 17.00
Saturday	09.00 - 12.00
	12.00 - 13.00 (break)
	13.00 - 16.00

My daily routine jobs are filling out the attendance list before and after the working and doing several tasks that have been given such as input data on purchase and import order, monitoring import order, checking incoming electronic mails and reporting them to the administration of purchasing order department, also sending replies according to the procedure of the company. I also help to do some translation of the purchasing order letters for the company.

The use of English language skills during the apprenticeship covers only writing and reading skills. Writing is used when purchasing orders take place and I have to write the electronic mails, while reading is used when translating all electronic mails, as I have to read the mails before I translate them. There are also several subjects in the D3 Programme for English that help me do my

apprenticeship. The subjects are those related to translation and vocabulary. Translation lessons make me know how to translate texts properly. In vocabulary lessons, I learn the abbreviations used in doing correspondence by electronic mails so I can write the electronic mails effectively.

After finishing the apprenticeship programme, I realize my strength which is good command of the English language especially in my reading and translation, which allowing me to do correspondence effectively with the customers. I also still have several weaknesses to improve, especially my vocabulary because I still have to look up in the dictionary when I translate the words and it makes me need longer time to finish my job.

In conclusion, upon completion of my apprenticeship programme, I suggest that Light Optical should provide trainings for the new employees. This can be done by giving a kind of workshop to small group of new employees that would like to work with the company. Usually a new worker is asked to work along with the owner; therefore the staff could observe what they have to do within the company, but they have only basic knowledge. The workshop should be given to the new staff to explain not only the knowledge about optical industry, but also knowledge about customer service skills, how to deal with customers and to handle customers' complaints. The training will increase the staff motivation and ensure good co-operation with others to work as a team to achieve the target. I believe this will bring benefits for the company.

The apprenticeship programme that is held by D3 Programme for English Maranatha Christian University makes the student ready to work in the future even can help the student if they intend to work for the same company. Therefore, it is important for D3 English Networking Programme to maintain a good relationship with

all the workplace during the apprenticeship. Example Kids to Success, Victoria Readers for teaching and Light Optical, Centrin Online Tbk for Business program.