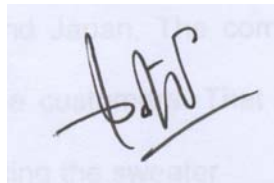


APPROVAL PAGE

Date : 11 MAY 2007

Approved By :

A handwritten signature in black ink, appearing to be 'B. Setiandari', is centered on a light blue rectangular background. The signature is stylized and cursive.

B. Setiandari, S.Pd.,M.Hum

Supervisor

APPRENTICESHIP REPORT AT CV ARYA DUTA

CV ARYA DUTA is a company which exports its products to other countries. In this company English language is important to be mastered by marketing staff and members, owing to the fact they have foreign customers from another country. That is the main reason why I choose that company as my apprenticeship place. I can practice my English skills there. My duties in that company are translating the list of the product's order from e-mails, giving the list of the product's order to the Follow Up Division, and replying the e-mails to the customers.

CV ARYA DUTA is a company which makes knitwear (sweaters). Mr Savero Hernando, as the owner and director, built CV ARYA DUTA on 12 December 1989. This company exports their product to other Asian countries, such as: Hong Kong and Japan. The company only produces products based on the orders from the customers. That is why this company does not have a fixed schedule in producing the sweaters

I work at CV ARYA DUTA as an assistant promotion staff of the Marketing Department . However, being an assistant promotion in that company is not easy. To be an assistant promotion there are some criteria to be considered. The candidate should have the qualification as follows:

Qualifications:

- Minimum education is D3
- Man or woman maximum 35 years old
- Fairly and diligent worker
- Being able to use computer (Microsoft excel, Microsoft word and Photoshop)
- Active English

There are also some requirements such as; she or he has to know and understand many kind accessories related to sweater production, she or he should also be well dressed and friendly and able to work in teams.

My daily routine duties in CV ARYA DUTA are every day I fill in the absence list, and then I do the activities which are given by my Supervisor. First of all, I have to check the orders from the emails. If a customer puts an order then I will translate it into Indonesian and take it to the Follow Up Division. The Follow Up Division will give response to the order and after that I must reply the e-mail.

The following is my schedule when I have to work as an Assistant promotion

Day	Time
Monday-Friday	08.00-12.00
	12.00-13.00 (Break)
	13.00-17.00
Saturday	08.00-12.00
	12.00-13.00 (Break)
	13.00-15.00

After working at CV ARYA DUTA , I consider that there are some English skills and subjects which I have learned in Maranatha Christian University which can be used during the apprenticeship. The English skills which I use are: the skill of writing and the skill of reading. The translation skill and Computer help me to understand the information from the emails and to reply the emails to the customers.

I also feel some strength and weakness while working in CV ARYA DUTA. The strength are I can use English skill quite well for replying, reading and translating e-mails from English into Indonesian, using the Photoshop program for giving pictures of accessories samples (main label, side label washing label, button) to the customers. I also learn how to build relationship with the co-workers.

On the other hand, there are weaknesses too, I face some difficulties to find new vocabularies especially when the words relate to a special term. That makes me have to ask my senior partner who has more experience. Sometimes, I need a dictionary to help me translate the e-mail. Another weakness is I could not practice my English speaking skill because it is usually my General Marketing who will directly receive all calls from the customers.

I have various experiences when working in CV ARYA DUTA. I had difficulties to handle an e-mail because it is not easy for me to translate it. I learn to make myself disciplined, it means I must come on time when I work there.

My suggestion for CV ARYA DUTA is it is better for the company to expand the market to the local one. In order to do so, CV ARYA DUTA should provide a show room and a counter for selling its product for the local market. By doing this, the company may increase its profit. In addition, I also suggest D3 English Programe to add new material such as: a Photoshop Program in the Computer Subject and translate an e-mail material in The Translation Subject.