

APPRENTICESHIP REPORT AT PT. CAHAYA MULIA PERDANA

Fashion industry has really caught my interest, that is the main reason why I decided to do my apprenticeship at PT.Cahaya Mulia Perdana, an export oriented garment company. During my apprenticeship I worked as a General Translator. As the communication with the customers is done by using internet and phonecalls, my routine job includes translating and replying emails in English and also answering phone calls from foreign buyers.

PT.Cahaya Mulia Perdana was founded on September, 5th, 1984. It is at 139.Rumah Sakit, st. Its speciality is in knitted wear. PT. Cahaya Mulia Perdana's customers come from all over the world, such as German, Holland, etc. Normally PT.Cahaya Mulia Perdana received orders from companies such as Fila, Logo, Ninety Eight Degrees, The Executive, Volcom, and many others. However, to catch up with the development of global garment industry, PT.Cahaya Mulia Perdana created their own brand, named "ECRU". Nowadays ECRU has started to launch its products. The market is still limited to Indonesian market only. The main market is Matahari Department Stores.

PT.Cahaya Mulia Perdana has issued a few terms and requirements for a General Translator, such as : have a vast knowledge of English, especially English vocabulary as it is needed when translating emails, have the ability to speak English fluently, must be good looking, neat, polite, discipline, highly responsible, communicative, full of initiative and willing to work hard.

I work 8 hours everyday from Monday to Friday except Saturday and Sunday. I start to work at 8.00 in the morning and finish at 5.00 in the afternoon and have a break for lunch for about one hour at noon.

During my apprenticeship, my routines are : checking emails from foreign buyers then translating them into Indonesian language and afterwards giving them to the supervisor. On the next day I have to reply all the emails in English and answer all of the questions asked by the clients. The reason why I reply the emails on the next day is because the supervisor has to read the emails first, then she gives me the answers to the emails the next day, and only after I have got the answers, I can reply the emails. Besides the routine jobs, I also have to answer phone calls from buyers. Some of foreign buyers are in a hurry, and they cannot wait until the next day for the emails, so they usually make phone calls, and I am in charge of this task.

The D3 English Programme really supports my apprenticeship, because the position of a General Translator always deals with the foreign buyers who generally use English as a means of communication. The four aspects of English are used during my apprenticeship. Speaking aspect is used while answering phone calls from foreign buyers; listening aspect is used while accepting orders and answering questions from

foreign buyers via phone calls; reading aspect is used when opening and reading emails; and writing aspect is used to reply emails in English from foreign buyers.

Most of the subjects that I have during my study at D3 English Programme really support the apprenticeship activities. The subjects which help me so much in doing my apprenticeship are Translation, Vocabulary, Grammar, Conversation, and Pronunciation. Translation plays the most important role during the apprenticeship as I have to do a lot of translation; Vocabulary is also important in translating emails; Grammar really helps when talking to buyers or even translating emails; Conversation and Pronunciation is really helpful when communicating in English.

The strength that I have during my apprentice is in speaking with foreign buyers. I can speak fluently with them while answering their phone calls, and they understand what I have explain, so we can communicate well. I also get lots of new knowledge and my English skills progress so much, especially in writing and translating emails.

The weakness I experience during the apprenticeship period is when speaking and replying emails as I still find difficulties in using the proper grammatical structures.

After I have finished my apprenticeship period, I have two suggestions for both PT. Cahaya Mulia Perdana and D3 English Programme. The first one is for PT. Cahaya Mulia Perdana. In my opinion PT. Cahaya Mulia Perdana should develop their own brand ("ECRU") and should not only taking order from certain companies. The second one is for D3 English Programme. D3 English Programme should expand cooperation with more business oriented companies. At present, D3 English Programme provides more apprenticeship opportunities in the educational fields, than in the business areas. However, there are many D3 English Programme students who expect to get the

opportunity to do their apprenticeship in the business area. Therefore it would be much better if D3 English Programme can expand their cooperation with more business

oriented companies, so that the students of D3 English Programme can have more choices in choosing the place for their apprenticeship.