

PT. Inco has nine departments and each department has its own duty and obligation. One of the departments is Human Resources and Organization Development, henceforth (HROD). HROD has the responsibility in maintaining the company administration matter. It is also responsible for employee training and skills expansion.

I do my apprenticeship at HROD office. HROD is the department where English is mostly used because employees who have been working there are trainers and a translator. Therefore they have to be able to use English for everyday survival.

In order to be a translator in PT. Inco, a person must be good in Indonesian and English Language. He or She must be fluent in English both actively and passively. He or She also has to know about PT. Inco globally. He or She must have a good knowledge of Indonesian and other country's culture, and must have abroad experience.

During the apprenticeship I have an opportunity to do the duty as a translator assistant. I am grateful to have that opportunity because that job has a fair chance to use English.

Being a translator has an important role in that company. He or she needs to be certifiable and trustworthy. The person needs to be certifiable because the translator's job there is to assist the company to run the business as it is expected from the main office. The person also needs to be trustworthy because being a translator has a great responsibility to correctly inform the news or information to all people in the company.

During the apprenticeship, I translate the materials which are given by Mr. Lindon, my trainer, who assists me to do the job. The materials which I have to translate are mostly company matters. Beside those tasks, my trainer usually asks me to do some exercises out of the company matters in my spare time in order to add and improve my English. The exercises are pronunciation practice, reading practice, writing practice, tenses exercise, vocabulary, etc.

My main job is to assist a company's major translator to translate the material given either orally or written. The materials could be from various departments, such as from the head of the company and also from other department staff.

The materials are to be translated into English because most of the information in that company should be in English. The materials to translate are ranging from letters, announcements, and also memorandums. Beside that, I also have responsibility to translate English books that will be used for the improvement of the employee's quality. I usually receive the material via email. When I receive a short and simple translation material, I will translate it directly without having a discussion with my mentor. But if I have to translate a long letter, I need to have some discussions with my mentor first in order to avoid mistakes. After the translation has finished I send it back to the sender.

From the experience, I learn that to be a good translator one should master written English well. Most of the language used in translating the material is a formal one, so mistakes often happen in choosing suitable words and appropriate tenses.

In order to face those mistakes I often need to open my grammar book and use various dictionaries to find the word. The kind of dictionaries that I usually use are Dictionaries of Idioms, Oxford Dictionaries of Business, Dictionary of Ecology and Environment, Dictionary of Politics and Government, Dictionary of Banking and Finance, etc.

The apprenticeship is held for 30 days. I have to come to the office every work day from Monday until Friday. It started in 8 January 2007 until 17 February 2007. From Monday to Thursday I begin working at 07.00 until 15.00, on Friday it begins at 07.00 until 17.00

During my apprenticeship I can see that almost all employees in HROD are able to speak English fluently because they apply it for daily conversation. It makes me realize my weaknesses in the listening skill. I have difficulties in getting the oral information given, because the sentences are long and the way of the person who says it is too fast. To face the first problem, I usually bring a paper or note if I need to write down something. For the second problem, I solve it by asking them to repeat the sentences slowly, so I can catch the meaning better.

Beside my weaknesses, I do have strength in maintaining good relationship. I do not feel shy or afraid to ask people if there are things that I do not understand. Another strength point is my ability in communicating in formal way is increased. This happens because the employees are mostly above 30 years old. This situation makes me speak in formal way more often. After the apprenticeship, I felt more confident and also become more enthusiastic in speaking English.

The lessons in DIII English Program which I think support me a lot when I do my apprenticeship are the four skills such as listening, reading, writing, and speaking. I used to practice those four skills to interact with others. Beside that, the applicative lessons in business such as Cross Cultural Understanding, Public Relation, and Effective Oral Presentation also support me in doing the apprenticeship. For example when I was asked to explain about Maranatha University to the employees, I can do it better because I have an experience in Effective Oral Presentation lesson before.

During the apprenticeship, I feel my speaking, writing, listening, and reading skills are improved because of the habit of using English at work. Besides the experience has increased my business knowledge it also opens my view of working world and all its consequences.

Lastly, I have suggestions for both PT. Inco and DIII English Program. In general PT. Inco has a good team work especially in HROD where I have done the apprenticeship. However, PT. Inco needs to add more translators. It will be good if there are additional translators, so the main translator has a partner to help him do his job. The positive impact is that the translation's result can be optimal. Next for DIII English Program, I give my appreciation because the Apprenticeship Program gives an opportunity for the student to add their knowledge especially in facing real working world. Hopefully DIII English Program can also build good cooperating with many various business areas.