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**FIELD WORK PRACTICE
REPORT**

**ORGANIZATION COOPERATION LETTER TRANSLATION
INTERNATIONAL ORGANIZATION FOR ECONOMIC CO-
OPERATION AND DEVELOPMENT (OECD)**



**PRAMATA INRA FARHANA
2108411042**

**ENGLISH FOR BUSINESS AND PROFESSIONAL
COMMUNICATION STUDY PROGRAM**

COMMERCIAL

ADMINISTRATION

DEPARTMENT DEPOK

2024



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STATEMENT OF APPROVAL

HALAMAN PENGESAHAN

- a. Judul Laporan PKL : PENERJEMAHAN SURAT KERJA SAMA ORGANISASI INTERNASIONAL *ORGANISATION FOR ECONOMIC CO-OPERATION AND DEVELOPMENT (OECD)*
- b. Identitas Penulis
 - 1) Nama : Pramata Inra Farhana
 - 2) NIM : 2108411042
- c. Program Studi : D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
- d. Jurusan : Administrasi Niaga
- e. Durasi PKL : 9 September – 15 Desember 2024
- f. Lokasi PKL : Kementerian Ketenagakerjaan Jl. Jendral Gatot Subroto Kav. 51, Jakarta 12750

Pembimbing Akademik PNJ,

Farizka Humolungo, S.Pd., M.A.,
NIP. 199103022023212042

Jakarta,
Koordinator Kerjasama Bilateral dan
Multilateral

Prasadha Aharsa S.T., M.T.,
NIP. 197804042006041002

Disahkan oleh,
Ketua Program Studi Bahasa Inggris untuk Komunikasi Bisnis dan Profesional,

Dr. Dra. Ina Sukaesih, Dipl. TESOL., M.M., M.Hum
NIP: 196609161992031002



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INTRODUCTION

The author expresses gratitude to Allah SWT for giving the author the opportunity to participate in Field Work Practices (PKL) at the Ministry of Manpower. During the PKL, the author has gained various valuable benefits, especially in improving knowledge and skills in the field of translation. The author has also faced several obstacles, such as cultural differences and ways of working between school and industry, high time pressure, and technical obstacles in using technological tools relevant to the translation industry.

The author would like to thank various parties who have provided support and assistance during the lecture period until the implementation of Field Work Practices. Without their help, this report would not have been realized properly. Therefore, the author would like to thank:

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3. The author's parents and family who have provided material and moral support during the PKL activities and PKL report writing.
4. The Ministry of Manpower, which has helped the author to obtain the information needed in writing the PKL report.

Depok, 13 December 2024

Pramata Inra Farhana



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CHAPTER I

INTRODUCTION

1.1 Background Activities

Translation of business texts is a form of multilingual communication that involves translating into another language. This is in line with Nida & Taber's (1969) idea that translation is the process of transferring a letter into a target language that is compatible with the source language. The translation of business texts aims to ensure that all parties can understand the same information regardless of their background. In addition, the translation of business texts can improve the image of a company.

Business text translation is needed as a bridge of communication in a company. A company needs a translator to translate business texts such as invitation letters and meeting minutes. Astley & Zammuto (1992) also stated that the role of language in the global business world contributes significantly to a company. One of business texts that the author has translated is invitation letter and meeting minutes. The translator of this invitation letter can improve the relationship between the two companies. In this case, the role of a translator is very important in the growth of a company or business.

According to Mary Ellen Guffey (2014), business texts are written communications that aim to convey information, influence recipients, or solve problems in a business context. In line with Guffey, Thrill & Bovee (2017) suggest that business texts written communications used to achieve business goals effectively and efficiently, taking into account applicable business ethics.

Therefore, an opportunity was taken to conduct PKL activities related to the field of business text translation in the form of translating *Benefits of OECD Membership* at the Ministry of Manpower, Bureau of Multilateral and Bilateral . The translation of business texts is in accordance with the business text translation course.



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translation of business texts given by the Bispro study program for fifth semester (5) students.

1.2 Scope Activities

The scope of PKL activities carried out as multilateral and bilateral staff of the cooperation bureau is as follows:

- a. translated a letter of cooperation with the *International Labor Organization* (ILO) that discusses the importance of *Artificial Intelligence* (AI) and the hurdles to watch out for as the technology develops.
- b. translate a letter of cooperation with the *Organisation for Economic Co-operation and Development* (OECD) explaining the purpose of the OECD and the benefits of the OECD.
- c. translated the *Organisation for Economic Co-operation and Development* (OECD) cooperation letter regarding Indonesia's OECD accession process.
- d. took part in the implementation of the national scale Communication Forum for Higher Education for Employment Development (Forkomtinaker) which aims to educate the employment system for students and alumni in a university.

With a broad and diverse scope of activities, PKL at the Ministry of Manpower provides a comprehensive and in-depth experience of the industrial workplace. The program also hones participants' skills and competencies in business and professional communication.

1.3 Time and Place Implementation

The time and place of implementation of Field Work Practice (PKL) activities are as follows.

Time : September 9 - December 15,

2024 Company : Ministry of Manpower

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Description : carried out offline Page
: <https://kemnaker.go.id/>

1.4 Objectives and Benefits

1.4.1 Destination

This Field Work Practice (PKL) activity, among others, aims to apply various translation theories in the scope of business in the form of translating *Benefits of OECD Membership* at the Ministry of Manpower, Bureau of Multilateral and Bilateral Cooperation by applying knowledge on how to translate clearly, straightforwardly, and explore the diversity of vocabulary related to certain business cooperation and find the right equivalent by using translation techniques that have been previously learned.

1.4.2 Benefits

As a means of gaining insight and experience as a translator of business texts, getting to know various methods of business translation, and enriching vocabulary related to specific business communications as assigned.

As a means of illustration that can help younger siblings if they want to do an internship at a government agency, especially the Ministry of Manpower.

Meanwhile, the benefit for universities is that it can improve relationships and cooperation connections between agencies.



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CHAPTER IV

CLOSING

4.1 Conclusion

The implementation of Field Work Practices (PKL) carried out at the Ministry of Manpower, provides valuable experience that is very useful in developing skills and knowledge. The tasks given not only improved translation skills but also provided in-depth insight into the process of running a business in the Ministry of Manpower.

During the translation process, the most widely used techniques are generalization and particularization. Generalization technique is used to translate words or phrases more generally. Meanwhile, particularization technique is used to focus more on a particular topic.

Furthermore, the obstacles encountered in translating are those that do not have direct and precise Indonesian equivalents. This difficulty arose due to a lack of experience with the term. To overcome this obstacle, research through the internet and discussions with mentors were conducted to understand and match the term with the appropriate context, so as to avoid translation errors.

4.2 Advice

Based on the experience during the PKL, here are some suggestions that are expected to be useful for related parties:

1. To translate business texts, it is necessary to do a lot of research on terms related to business texts and broaden your knowledge of the context of the text to be translated. This will make the translation process easier and less time-consuming.
2. In order to translate business texts accurately, it is advisable to practice regularly so that you can become familiar with the various purposes for which the texts are created.



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PKL ACTIVITY DOCUMENTATION

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