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INTERNSHIP REPORT



ENGLISH FOR BUSINESS AND PROFESSIONAL
COMMUNICATION STUDY PROGRAM
BUSINESS ADMINISTRATION
POLITEKNIK NEGERI JAKARTA
DEPOK
2025



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STATEMENT OF APPROVAL INTERNSHIP REPORT

a. Title : Translation of Memorandum of Understanding (MoU)
between BPS-Statistics Indonesia and UNCTAD

b. Author : Brenda Hasyifa

1) Name : 2208411051

2) Student ID Number : D4 English for Business and Professional Communication
(BISPRO)

c. Study Program : Business Administration

d. Major : 11 August – 21 November 2025

e. Duration of Internship : BPS-Statistics Indonesia

f. Place of Internship : Jl. Dr. Sutomo No. 6-8, Pasar Baru, Sawah Besar, Central
Jakarta 10710, Indonesia

PNJ Supervisor

Taufik Eryadi Abdillah, S.S., M.Hum.
NIP. 199603102024061001





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PREFACE

Praise and gratitude we offer to God Almighty so that the writer could completed this Internship Report properly.

This report is prepared as documentation and accountability for the internship program carried out at BPS-Statistics Indonesia from August to November 2025.

During the internship, the writer has obtained a lot of new experience, especially in the field of translating memorandum of understanding (MoU) and the process of proofreading on statistics. This activity not only broadened the author's horizons, but also provided a real picture of the professional world related to the author's field of study. This program aims to improve students' knowledge, but also to provide the real perspective of the professional workplace that related to the author's field of study.

The writer would like to express her deepest gratitude to:

- 1) the mentors and employees at BPS for their tutoring, mentoring, and also fort the opportunity to learn directly at professional workplace;
- 2) the academic advisor from Politeknik Negeri Jakarta for their continuous support and direction throughout the internship period;
- 3) family and friends for their support and encouragement, emotionally and physically.

The writer acknowledges that this report is far from perfect and welcomes constructive feedback for improvement in the future.

Depok, 17 December 2025

The writer



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Figure 1. Picture of organization structure of BPS 12





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CHAPTER I

INTRODUCTION

1.1. Background

Internship program that carried out by students are a way to develop real work skills in a real workplace. Internship can help students practice and develop the theories they have learned in college. Through these internship program, students can implement, learn, and improve their skills related to the professional workplace, including teamwork, communication, time management, problem solving, critical thinking, leadership, understanding work ethic, and networking.

Politeknik Negeri Jakarta is one of the universities that requires students to undertake the internship program, specifically in the English for Business and Professional Communication (Bispro) Study Program for 5th and 7th semester students. For seventh-semester students, the internship program is designed to do jobs relevant to the field of translation at selected institutes or companies, with the aim of enabling students to implement the knowledge and theory of English translation learned during their studies.

The writer took part in internship at BPS-Statistics Indonesia, in the Public Relations and Legal Bureau, in the International Affairs Division. During the internship, the writer carried out tasks related to the translation of Memorandum of Understanding (MoU), proofreading publications, and other activities supporting the work of the division.

This report will discuss one of writer's jobdesk about the process of translating MoU at BPS-Statistics Indonesia. MoU between BPS-Statistics Indonesia and foreign parties are written in English and it must be translated into Indonesia according to the regulation in BPS-Statistics Indonesia. Upon the translation is completed, the writer will analyze the translation process of the MoU, including the translation techniques. The writer is highly interested in identifying translation techniques because MoU have a different structure and



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linguistic characteristics compared to general texts. MoU are required to use accurate and consistent language, so the use of correct translation techniques is very important. One of the MoU that will be analyzed in this report is the MoU between BPS and the United Nations Conference on Trade and Development (UNCTAD). In addition, the challenges faced in doing internship at BPS will also be included along with the solutions. This report uses documents that have been approved by the agency for analysis.

1.2. Scopes of Activities

The internship is performed on-site. The jobdesk for the writer are described below:

- a. translating MoU concerning cooperation on statistics;
- b. proofreading;
- c. making minutes of meeting; and
- d. supporting collaborative activities in at BPS.

1.3. Time and Place of Internship

Time and Place of Internship are described below:

Time	: 11 August – 21 November 2025
Methods	: On-site
Place	: Badan Pusat Statistik
Address	: Jl. Dr. Sutomo No. 6-8, Pasar Baru, Sawah Besar, Central Jakarta, Jakarta 10710, Indonesia
Website	: https://www.bps.go.id/id

1.4. Objectives and Significances

1.4.1. Objectives

This internship report aims to:

1. present the process and results of internship activities at BPS;
2. describe the process of translating MoU;
3. analysis the translation process and technique that used; and
4. evaluate the jobdesk during internship period.

1.4.2. Significances

The significances that the writer get are:



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1. understanding the activities performed as internship in the International Affairs Division;
2. improving skills and knowledge in translation and proofread process;
3. enhancing the detail orientation skills, problem solving, and time management in completing jobdesk at the workplace;
4. developing critical and creative thinking habits at workplace.



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CHAPTER IV

CONCLUSION

4.1. Conclusion

The internship program at BPS in the Public Relations and Legal Bureau, in International Affairs Division provides an opportunity for writers to translate MoU at BPS. This program also serves as a chance for the writer to put into practice all the theories and knowledge related to translation that have been learned in college. The writer has the opportunity to improve their translation skills directly in a professional workplace by translating the MoU and proofreading IKK publications. This internship also allows the writer to understand the workflow, organizational culture, and the demands for precision and accuracy required in government institutions such as BPS.

During the translation process, the writer applied the translation process theory by Nida and Taber and the translation techniques according to Molina and Albir. Based on the analysis of the MoU between BPS and UNCTAD, it is known that the most used technique is established equivalent. This is due to the nature of the MoU as a document that requires consistency in terminology, and strict adherence to standard equivalents. In addition to the established equivalent technique, the transposition, reduction, amplification, and borrowing techniques are also used to adjust the structure and meaning of the text into the target language. This analysis shows that the process of translating legal documents requires a strong understanding of linguistics and translation, the context, and accuracy in the selection of translation strategies.

The writer also faced several obstacles during the internship, such as difficulties in understanding legal terms and technical terminology used in the MoU and maintaining accuracy when proofreading long publications such as the Construction Cost Index (IKK). These obstacles were overcome in various ways, including reviewing similar documents (MOUs that had already been signed) as references, consulting with mentors, reading official glossaries, and



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cross-checking with intern partner. These efforts helped the writer improve the accuracy of the translation.

4.2. Suggestions

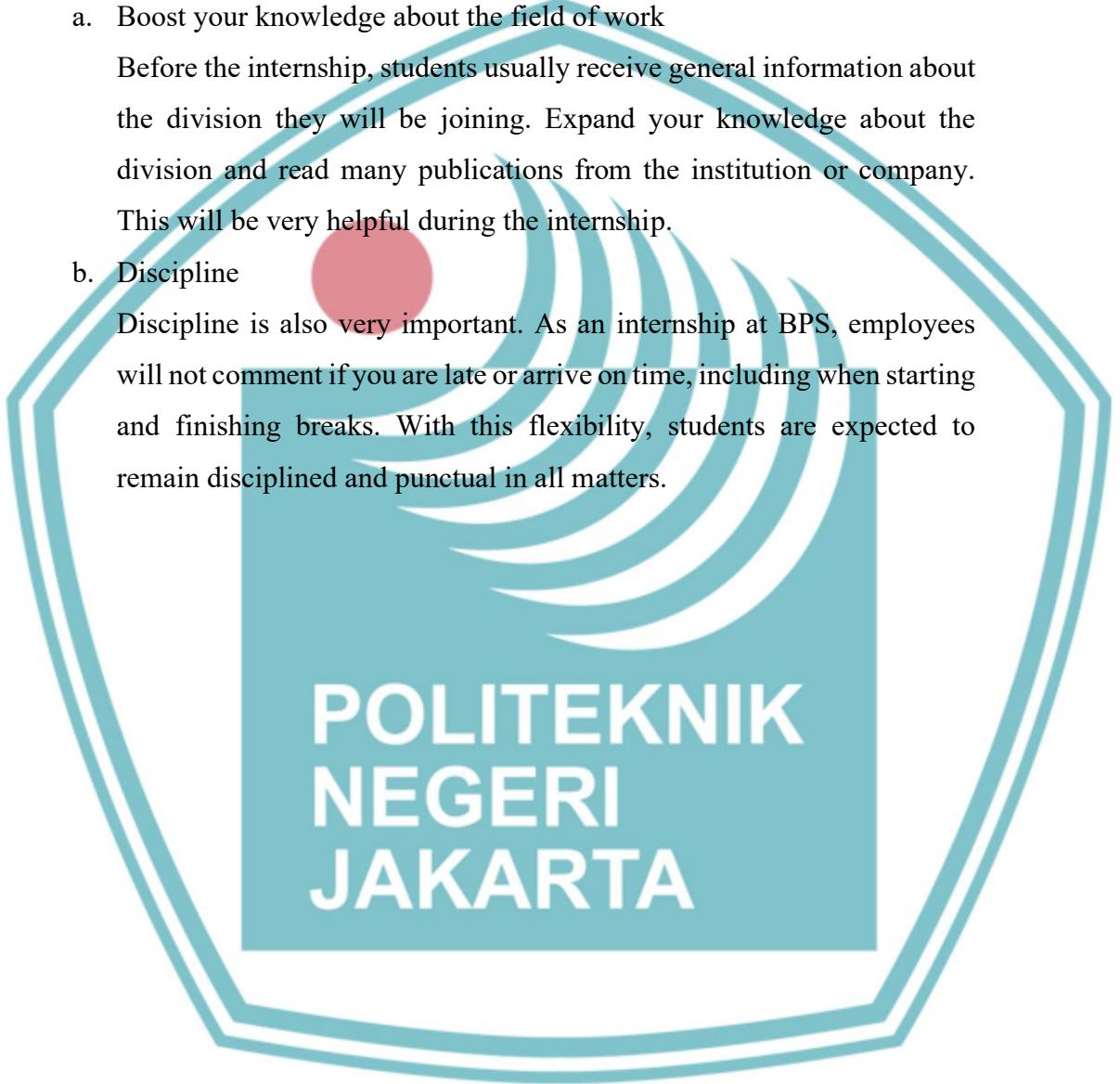
The writer recommends the points below for internship:

- a. Boost your knowledge about the field of work

Before the internship, students usually receive general information about the division they will be joining. Expand your knowledge about the division and read many publications from the institution or company. This will be very helpful during the internship.

- b. Discipline

Discipline is also very important. As an internship at BPS, employees will not comment if you are late or arrive on time, including when starting and finishing breaks. With this flexibility, students are expected to remain disciplined and punctual in all matters.



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