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## **INTERNSHIP REPORT**



### **TRANSLATING OF INTERNAL OFFICE MEMO AT PT PERKEBUNAN MINANGA OAN**

**ALVINSYAH IZAZ PUTRA ABIDIN**

**2108411055**

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

**DEPARTMENT OF BUSINESS ADMINISTRATION**

**POLITEKNIK NEGERI JAKARTA**

**DEPOK**

**2024**



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**LEGITIMATION PAGE**

**STATEMENT OF APPROVAL  
INTERNSHIP REPORT**

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- b) Author
- 3) Name : Alvinsyah Izaz Putra Abidin
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- e) Duration : November 1st to Januari 1st, 2024
- f) Place : PT Perkebunan Minanga Ogan,  
Desa, Jl. Raya Prabumulih - Baturaja, Tanjung Dalam, Lubuk Batang, Kabupaten Ogan Komering Ulu, Sumatra Selatan 32121

Depok, December 2024  
Supervisor of PNJ,

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Depok, December 2024  
Supervisor,

Fera Rusnaini. SE., AK  
NIP. -

Approved by,

Head of BISPRO Study Program



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**PREFACE**

Praise and gratitude are offered to Allah SWT, for the blessings and grace have enabled the writer to complete this Internship Report. The preparation of this report serves as a requirement for the independent internship program of the English for Business and Professional Communication Study Program (BISPRO), Department of Business Administration. Moreover, the writer hopes this report can broaden the knowledge and insights of its readers. Therefore, the writer would like to extend heartfelt thanks to:

1. Dr. Ina Sukaesih, Dipl. TESOL, M.M., M.Hum., as the Head of the English for Business and Professional Communication Study Program.
2. Mr. Taufik Eryadi Abdillah S.S., M.Hum., as the academic supervisor, who has dedicated his time, energy, and expertise to guide the writer in completing this Internship Report.
3. PT Perkebunan Minanga Ogan, especially Ms. Fera Rusnaini, S.E., Ak., as the institutional supervisor, for her invaluable assistance in helping the writer acquire the necessary data.
4. The writer's parents, family, and friends for their moral and material support.

The writer prays that Allah SWT will reward all the kindness shown by everyone who has contributed. Hopefully, this Internship Report will benefit the advancement of knowledge.

Depok, 9 December 2024

Alvinsyah Izaz Putra





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## CHAPTER I

### INTRODUCTION

#### 1.1 Background of the Activity

The Internship Program (PKL) is an educational initiative that allows students to apply theoretical knowledge acquired in school or college to real-world work situations. The goal of this program is to develop students' skills and knowledge in specific fields by involving them directly in work activities within industrial or community environments. As one of Indonesia's leading vocational higher education institutions, the Polytechnic of State Jakarta (PNJ) mandates PKL as part of its curriculum in the seventh semester. This policy aims to ensure that students not only understand theories but can also practice them according to the demands of the workforce.

This program is expected to enhance PNJ students' capabilities, equipping them to meet the human resource needs of industries and businesses. The legal basis for PKL includes Law No. 12 of 2012 on Higher Education, Ministerial Regulation No. 49 of 2014 on National Higher Education Standards, Ministerial Regulation No. 3 of 2020 on National Higher Education Standards, PNJ Statutes, PNJ Academic Regulations, and PNJ Internship Program Guidelines.

As a student of the English for Business and Professional Communication Study Program (BISPRO) at PNJ, this internship serves as an application of the various learning experiences acquired in previous semesters. The writer has studied various types of documents in the fields of law, journalism, academia, and business, as well as practiced interpreting. This aims to prepare students to become excellent graduates ready to fill various positions in industries requiring linguistic expertise. During the implementation, the writer focused on translating





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business texts, particularly internal documents such as office memos, which are discussed further in this report.

The writer chose PT Perkebunan Minanga Ogan as the internship venue because it offers opportunities to delve into the translation of business texts in a professional environment. The writer's primary task during the internship was translating business texts, including internal office memos, from English to Indonesian and vice versa, for the company's internal communication purposes. Through these tasks, the writer could hone translation skills, understand technical terminology in the plantation industry, and contribute to improving the company's internal communication effectiveness.

## 1.2 Scope of the Activity

The writer conducted the internship at PT Perkebunan Minanga Ogan. During this activity, the writer was assigned to translate various documents, specifically business texts (Internal Office Memos) from Indonesian to English.

## 1.3 Time and Place of Implementation

The internship was conducted at:

Duration	: 01 November of 2024 to 01 January of 2025
Company	: PT PERKEBUNAN MINANGA OGAN
Address	: Desa, Jl. Raya Prabumulih - Baturaja, Tanjung Dalam, Lubuk Batang, Kabupaten Ogan Komering Ulu, South Sumatra 32121

## 1.4 Objectives and Benefits

### 1.4.1 Objectives

The objectives of the internship are as follows:

- a. To understand the process of translating documents from Indonesian to English and vice versa.

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- b. To comprehend terminology found in internal memos.
- c. To build readiness for a career in the professional workforce.
- d. To apply knowledge learned during academic studies to real-world translation work.
- e. To fulfill credit requirements as part of PNJ's academic prerequisites.

#### 1.4.2 Benefits

This internship report is expected to offer several benefits, such as:

- f. Enhancing understanding of terminology in business texts, allowing students to deepen their comprehension of commonly used terms and jargon in such texts.
- g. Refining skills in translating texts from Indonesian to English and vice versa.
- h. Cultivating discipline and responsibility.
- i. Expanding networks and understanding the work environment in translation during the internship. Students have the opportunity to interact directly with professionals in the field of translation, broadening their professional connections.



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## CHAPTER IV

### CONCLUSION

#### 4.1 Conclusion

Through the internship carried out at PT Perkebunan Minanga Ogan, the writer gained valuable experiences that contributed to both professional and personal development. These experiences not only provided a deeper understanding of the working world but also helped the writer sharpen various essential skills to support a career in business text translation. Below are the main conclusions from the internship implementation:

- 1) Internship as a bridge to the working world:
  - The internship serves as a bridge connecting the theoretical knowledge gained during university studies with practical applications in the real working world.
  - In the context of the internship at PT Perkebunan Minanga Ogan, the writer gained an understanding of the work dynamics in a professional environment, including how to adapt to the fast-paced work rhythm and high-quality demands.
  - The internship program helps students gain practical work experience, broaden their knowledge, and prepare for competition in the professional world.
  - Through the internship, the writer also learned to be more confident and disciplined in completing tasks under deadline pressure.
- 2) Development of professionalism and discipline:
  - The intern-ship provided an opportunity for the writer to develop professionalism, including maintaining work ethics, paying attention to details, and communicating effectively.

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- The ability to respond well to feedback, both from the supervisor and colleagues, became one of the very important skills developed during the internship period.
  - The writer was also required to work both independently and in teams, as well as to understand the work system in the unit where they were placed.
- 3) Experience of working at PT Perkebunan Minanga Ogan:
- During the internship, the writer directly experienced the dynamics of the working world, including challenges in translating internal business texts that required accuracy and clarity in delivering the message.
  - The writer gained valuable insights into the importance of consistency in technical terminology, as well as understanding the translation standards and procedures applicable within the company..
  - This experience also taught the writer to be more independent, disciplined, and responsible for the tasks given.
- 4) Approach to business text translation:
- From observation and experience, the writer found that the approach to translating business texts at PT Perkebunan Minanga Ogan focuses on accuracy and relevance in delivering the message to the company's internal audience.
  - The techniques frequently applied during translation include literal translation, faithful translation, and amplification to ensure that the translated documents remain consistent with the company's business context.
  - The main goal of this approach is to ensure that the conveyed meaning can be clearly understood by the audience without the need for reinterpretation, thereby supporting the efficiency of internal communication within the company.



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## 4.2 Suggestions

Based on the experience during the internship at PT Perkebunan Minanga Ogan, the writer identified several areas that could be improved to support the smooth process of translating internal documents and provide a more optimal work experience for future interns. The following are suggestions that can be implemented:

a) Improvement of accessibility and support for translation tools:

PT Perkebunan Minanga Ogan can improve accessibility to tools and devices that support translation. Providing state-of-the-art translation software, such as AI-based software or interactive digital dictionaries, would accelerate the translation process and increase work efficiency. Additionally, the company could develop a cloud-based system to facilitate access to translation resources, such as technical glossaries or standard translation guidelines, relevant to the needs of internal communication. Easy access to these tools and resources will help ensure consistency and accuracy in the translation results.

b) Enhancement of translation resources:

The writer suggests that the company expand and deepen the existing technical glossary and build a more comprehensive term database. A detailed glossary would greatly assist translators in understanding and using specific terms that frequently appear in internal documents, such as technical terms related to factory operations or financial reports. Furthermore, the company could organize special training for employees or interns to improve their understanding of these technical terms. By providing adequate resources, the quality and consistency of translations can continuously be improved to support the company's communication needs.

c) Strengthening communication and interaction with the supervisor:



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Strengthening communication channels between the supervisor and the intern will significantly benefit the daily tasks. Furthermore, holding regular feedback sessions can help interns understand their strengths and weaknesses and provide clear direction for improvement. Additionally, the company could establish scheduled mentoring or weekly discussion sessions to ensure that interns feel supported and actively engaged in the work process. This approach not only helps interns complete their tasks more effectively but also provides a more meaningful learning experience during the internship.

By implementing these suggestions, PT Perkebunan Minanga Ogan can improve the efficiency and quality of the internal document translation process, as well as provide a more beneficial and adequate internship experience for future interns. Moreover, for the next batch of interns, the writer recommends that they make the most of the learning opportunity, such as actively participating in company projects, regularly requesting feedback, and building good relationships with both supervisors and colleagues. By doing so, interns can expand their professional network while gaining valuable experience to support their future careers.

Additionally, for future interns, the writer recommends that they maximize their learning opportunities and expand their network. This activity includes actively engaging in various projects or teams, regularly seeking feedback, and seeking guidance from experienced professionals in the company. Furthermore, interns should build good relationships with colleagues to expand their network and gain more experience. Therefore, interns are expected to take full advantage of this opportunity to deepen their understanding of the plantation industry and enrich their knowledge and experience.



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## Internship Statement Letter



**PT. PERKEBUNAN MINANGA OGAN**

**SURAT KETERANGAN MAGANG KERJA**

No. 151 / MA-HRD / JKT / XII / 2024

Yang bertanda tangan di bawah ini:

Nama : Iman Komaruzaman  
Jabatan : HRD Dept. Head

Dengan ini menerangkan bahwa, yang tersebut di bawah ini:

Nama : Alvinsyah Izaz Putra Abidin  
NIM : 2108411055  
Program Studi : Komunikasi Bahasa Inggris untuk Bisnis dan Profesional  
Perguruan Tinggi : Politeknik Negeri Jakarta

adalah benar yang bersangkutan telah melakukan magang kerja di PT. Perkebunan Minanga Ogan sejak tanggal 03 September 2024 sampai dengan 20 Desember 2024. Selama magang kerja di PT. Perkebunan Minanga Ogan yang bersangkutan telah melaksanakan magang kerja dengan baik dan penuh tanggung jawab.

Demikian surat keterangan magang kerja ini dibuat untuk dapat dipergunakan sebagaimana mestinya.

Jakarta, 23 Desember 2024  
PT. Perkebunan Minanga Ogan

**PT. PERKEBUNAN MINANGA OGAN**

Iman Komaruzaman  
HRD Dept. Head

Head Office : Jl. Dempo No. 17 Ilir Timur I, Palembang 30125, Telp. (0711) 313377, Fax. (021) 313377  
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Estate / Mill : Desa Lubuk Batang, Kecamatan Lubuk Batang Kabupaten Ogan Komering Ulu - Sumatera Selatan

CS Dipindai dengan CamScanner





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## APPENDICES



### PT. PERKEBUNAN MINANGA OGAN

#### INTERNAL OFFICE MEMO

No : ...../MA/HR-GA/II/2024

To : General Operations Manager  
From : President Director  
Cc : Factory Staff  
Date : 28 February 2024  
Subject : **Factory Workshop Workday Schedule (Off-Day)**

Dear Sir/Madam,

Based on to the Government Regulation No. 35 of 2021, Article 21, which states:

- (1) *Every employer is required to implement work hours provisions.*
  - (2) *The work hours referred to in paragraph (1) include:*
    - a. *7 (seven) hours per day and 40 (forty) hours per week, with 6 (six) working days in 1 (one) week; or*
    - b. *8 (eight) hours per day and 40 (forty) hours per week, with 5 (five) working days in 1 (one) week.*
- And so on....*

Therefore, an adjustment to the workdays and hours of the factory workshop division is necessary, with the following provisions:

#### **1. Work Hours**

- a. Monday – Friday : 7 Work Hours
- b. Saturday : 5 Work Hours
- c. Sunday : 7 Work Hours
- d. *Off Day* : Monday – Friday (As determined by Unit Leadership)

Overall, the maximum working hours for employees shall be 40 hours per week..

This Internal Office Memo is issued to be implemented starting April 1, 2024.

Sincerely,

PT. Perkebunan Minanga Ogan