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FIELD WORK PRACTICE

**PENERJEMAHAN AREAL STATEMENT DI PT PERKEBUNAN
MINANGA OGAN**



NAWFAL NABAWI SURYA

210842007

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

MAJORING ADMINISTRASI NIAGA

DEPOK

2024



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LEGITIMATION PAGE

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TABLE OF CONTENT

LIST OF FIGURES	iii
LIST OF TABLES	iv
PREFACE	v
CHAPTER I	1
INTRODUCTION	1
1.1 Background of Activities.....	1
1.2 Scope of Activities.....	1
1.3 Time and Place of Implementation	2
1.4 Objectives and Benefits	3
1.4.1 Objectives.....	3
1.4.2 Benefits	3
CHAPTER II	5
LITERATURE REVIEW	5
2.1 Translation.....	5
2.2 Translation Ideology	5
2.3 Translation Method	6
2.4 Translation Technique.....	7
CHAPTER III	16
IMPLEMENTATION RESULT	16
3.1 Field Work Unit.....	16
Figure 3.1 Organizational Structure of PT Perkebunan Minanga Ogan	16
3.2 Description of Fieldwork Practices.....	17
3.3 Description of Translation Process	18
3.3.1 Translation Phases.....	18
3.3.2 Translation Techniwue Implementation	19
3.4 Problem Identification.....	20
3.4.1 Challenges in Task Implementation.....	20
3.4.2 How to Overcome Challenges.....	20
CHAPTER IV	22
CONLUSION AND SUGGESTION	22
4.1 Conclusion.....	22
4.2 Suggestion	22



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REFERENCES	23
------------------	----





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LIST OF FIGURES

Figure 3.1 Organizational Structure of PT Perkebunan Minanga Ogan





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LIST OF TABLES

Table 2.4.1	Example of adaptation stage
Table 2.4.2	Example of amplification stage
Table 2.4.3	Example of borrowing stage
Table 2.4.4	Example of calque stage
Table 2.4.5	Example of the description stage
Table 2.4.6	Example of the common equivalence stage
Table 2.4.7	Example of the generalization stage
Table 2.4.8	Example of the linguistic amplification stage
Table 2.4.9	Example of the linguistic compression stage
Table 2.4.10	Example of the literal translation stage
Table 2.4.11	Example of the modulation stage
Table 2.4.12	Example of the particulation stage
Table 2.4.13	Example of the reduction stage
Table 2.4.14	Example of the substitution stage
Table 2.4.15	Example of the transposition stage
Table 2.4.16	Example of the variation stage
Table 3.3.2.1	Example of the particulation stage
Table 3.3.2.2	Example of the description stage
Table 3.3.2.3	Example of the reduction stage



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PREFACE

The author expresses gratitude to Allah SWT for the opportunity to participate in the Field Work Practice (PKL) at PT Perkebunan Minanga Ogan. During the PKL, the author gained various benefits, particularly in enhancing skills in the field of translation. The author also faced several challenges, such as cultural, language, and work method differences between urban and rural industries, as well as high time pressure.

The author would also like to express gratitude to all parties who provided support and assistance throughout the academic period up to the implementation of the Field Work Practice. Without their help, this report would not have been successfully completed. Therefore, the author would like to thank:

1. Dr. Ina Sukaesih, M.M., M.Hum., as Head of the English Language Program for Business and Professional Communication (BISPRO), who has provided opportunities for BISPRO students to undertake internships.
2. Mrs. Farizka Humolungo, S. Pd., M.A., as the supervisor who has provided her time, energy, and thoughts to guide the author in preparing this PKL report.
3. The author's parents and family, who provided material and moral support during the internship period and the writing of the internship report.
4. PT Perkebunan Minanga Ogan, which assisted the author in obtaining the information necessary for writing this PKL report. Depok,

Nawfal Nabawi Surya

Depok 2024



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CHAPTER I

INTRODUCTION

1.1 Background of Activities

According to Wardiman Djojonegoro (1998), field work practice (PKL) is a form of vocational education and training carried out by students that systematically and synchronously combines school education programs and skill mastery programs obtained through working in the workplace, aimed at achieving a certain level of professional expertise. PKL provides students with the opportunity to gain direct experience in fields relevant to their academic discipline. This activity aims to develop practical skills that will be useful when students enter the workforce after completing their studies.

One field that greatly requires practical skills is translation. Translation is not merely about converting words from one language to another but also requires an understanding of culture, context, and the communication objectives of the translated text. Internship activities in the field of translation provide students with the opportunity to delve into the translation process, hone their language skills, and develop an understanding of the cultural nuances contained in the text.

In the context of increasing globalization, translation has become one of the most sought-after skills. Many companies, government agencies, and international organizations require translators to communicate in various languages. Therefore, it is important for students to participate in PKL activities in the field of translation so that they are ready to face the challenges of the working world.

1.2 Scope of Activities

The implementation of Field Work Practice (PKL) at PT Perkebunan Minanga Ogan involves various activities that reflect the tasks of plantation business. The scope of activities carried out during this PKL includes:



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1. Responsible for translating the Area Statement, which contains detailed information about the company's land holdings, including area size, number of plants, and other areas such as non-cultivable land.
2. Responsible for translating the Manpower Planning document, which outlines the human resources required for operations at the plantation, office, and factory. This includes a summary of staff and employee ages.
3. Study the administration practices in the plantation to understand how plantation administration can help in organizing and managing daily activities more efficiently, including planting, maintenance, harvesting, and distribution of plantation products.
4. Observe and analyze activities in the field at the factory and palm oil plantation to gain an in-depth understanding of their operations, with the aim of identifying methods to improve production efficiency and reduce losses. This step aims to increase the quantity and quality of palm oil and fruit production.

With a wide and diverse scope of activities, the PKL at PT Perkebunan Minanga Ogan provides comprehensive and in-depth experience of the industrial world of work. The program also hones participants' skills and competencies in the field of business and professional communication.

1.3 Time and Place of Implementation

The time and place for the Field Work Practice (PKL) activities are as follows.

Time : 3 September – 20 December 2024

Company : PT Perkebunan Minanga Ogan

Address : Desa, Jl. Raya Prabumulih - Baturaja, Tanjung Dalam, Lubuk Batang, Ogan Komering Ulu Regency, Sumatera Selatan 32121



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Description : Conducted offline

1.4 Objectives and Benefits

1.4.1 Objectives

The following are the objectives of the PKL activity:

1. Apply the translation theory learned in class to real-world practice in the field.
2. Comprehensively understand the translation process, from analyzing the source text, processing the message conveyed, to compiling the translated text in accordance with linguistic rules.
3. Develop an understanding of the culture involved in translation, as culture greatly influences the meaning and interpretation of a text.
4. Providing professional experience in the workplace that will help students develop careers as translators or professionals in related fields.
5. Identifying challenges in the world of translation and finding effective solutions to overcome problems that may arise during the translation process.

1.4.2 Benefits

Internships in the field of translation bring many different benefits for both students and the institutions where they intern. Some of the benefits of translation internships include:

a. For Students

1. Improvement of Translation Skills

During the internship, students will hone their technical skills in translating various types of texts and practice various translation techniques, such as literal translation, amplification translation, and language adaptation.

2. Preparation for Entering the Workforce

The internship helps students become better prepared for the workplace by introducing them to the demands and professional culture of the translation industry.

3. Language Skill Development



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Students can enhance their language proficiency in both the source and target languages and expand their vocabulary with specialized terms used across various fields of expertise.

b. For Institutions/Companies

1. Increasing Temporary Manpower

During the internship period, students can assist with existing work at the company, thereby contributing to the existing workload.

2. Introducing the Company to New Talent

Through internships, translation agencies or companies can assess the potential of students who may become permanent employees in the future.





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CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

The implementation of the Field Work Practice (PKL) conducted at PT Perkebunan Minanga Ogan provides valuable experience that is useful in developing skills and knowledge. The tasks assigned not only enhance translation skills but also provide insights into the business processes of plantation operations and the work dynamics at PT Perkebunan Minanga Ogan.

During the translation process, the most commonly used techniques were generalization and particularization. The description technique was used to describe or depict an object or situation in the target language. Meanwhile, the particularization technique was used to focus more on a specific topic.

In translating business texts, there are challenges in translating terms that do not have direct and precise English equivalents. This difficulty arises due to a lack of familiarity with such terms. To overcome this challenge, research was conducted online and discussions were held with mentors to understand and match the terms with the appropriate context, thereby avoiding translation errors.

4.2 Suggestion

Based on my internship experience, here are some suggestions that I hope will be useful for the relevant parties:

1. To translate business texts, it is necessary to conduct extensive research on terms related to business texts and broaden one's knowledge of the context of the text to be translated. This will facilitate and shorten the translation process.
2. To translate business texts accurately, it is recommended to practice regularly to gain experience and become familiar with the various purposes for which such texts are created.



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APPENDIX
TRANSLATION RESULT

	SL	TL
1	Areal Statement	Area Statement
2	Uraian	Description
3	Rincian per Afdeling	Items per-Afdeling
4	luas	Size
5	Jumlah Pokok	Number of Plants
6	Aktual	Actual
7	SPH	Plant Unit Per-Hectare
8	Areal yang Diusahakan	Cultivated Area
9	Areal yang Ditanam	Planted Area
10	Tanaman Menghasilkan (TM)	Yielding Crops
11	Tahun Tanam	Planting Year
12	Sub Total TM	Subtotal of Yielding Crops
13	Tanaman Belum Menghasilkan (TBM)	Non-Yielding Crops
14	Sub Total TBM	Subtotal of Non-Yielding Crops
15	Tanaman Baru (TB)	New Crops
16	Rencana Tanam	Cropping Plan
17	Sub Total TB	Subtotal of New Crops
18	Total Area Ditanam	Total Cropped Area
19	Pembukaan Lahan (LC) Siap Tanam	Land Clearing (LC) (Ready to Plant)
20	Rencana Pembukaan Lahan	Land Clearing Outlook
21	Total Area Ditanam + LC Siap Tanam + Rencana LC	Total of Cropped Area + LC Ready to Plant + LC Outlook
22	Bibitan	Seedlings
23	Areal Prasarana	Facilities Area
24	Tapak Perumahan/Perumahan	Housing Site



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25	Areal Kantor	Office Area
26	Pabrik	Mill
27	Traksi	Traction
28	Kolam Limbah	Sewage Pond
29	Waduk	Dam
30	Jalan	Road
31	Sarana Umum	Public Facilities
32	Subtotal Prasarana	Subtotal of Infrastructure
33	Total Areal I (Areal Diusahakan)	Total Area I (Developed Area)
34	Areal Mungkin Bisa Ditanam	Plantable Area
35	Cadangan	Reserve
36	Okupasi	Occupation
37	Rendahan	Rugged Terrain
38	Total Areal II (Areal Bisa Ditanam)	Total Area II (Plantable Area)
39	Areal Tidak Bisa Ditanam	Unplantable Area
40	Enclave	Enclave (claimed area by the third party)
41	Rawa/Konservasi	Swamp/Conservation
42	Kampung	Village
43	Makam	Graveyard
44	Areal Overlap	Overlapped Area
45	Areal Batu	Rocky Terrain
46	Tanggul	Levee
47	Sungai	River
48	Total Areal III (Areal Tidak Bisa Ditanam)	Total Area III (Unplantable Area)
49	Dibuat Oleh, Sr. Staff GIS	Made by, Sr. Staff of GIS
50	Diketahui Oleh, Manager Agronomi	Acknowledged by, Agronomy Manager



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51	Disetujui Oleh, Presiden Direktur	Approved by, President Director
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URAIAN	Rencana per Akadikron										Total			
	I				II				III					
	Luas (Ha)	2022	DRONE 2023	2022	DRONE 2023	2022	DRONE 2023	2022	DRONE 2023	Luas (Ha)	2022	DRONE 2023	2022	DRONE 2023
1. AREAL TANAH DIBUDIAKAN														
A. AREAL TANAH DIBUDIAKAN (TAU)														
1. Tanaman Berperakaran (TAU)														
Tanah Teras	1993												-	-
Tanah Teras	1994												-	-
Tanah Teras	1995												-	-
Tanah Teras	1996												-	-
Tanah Teras	1997												-	-
Tanah Teras	1998												-	-
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Tanah Teras	2036												-	-
Tanah Teras	2037												-	-
Tanah Teras	2038												-	-
Tanah Teras	2039				</									

DESCRIPTION	I Time per Activity										II Total									
	Area (Ha)		Number of Plants		PLANT UNIT PER HECTARE		Luar (Ha)		Number of Plants		PLANT UNIT PER HECTARE		Luar (Ha)		Number of Plants		PLANT UNIT PER HECTARE			
	Actual	2022	DRONE 2023	2022	DRONE 2023	Actual	2022	DRONE 2023	2022	DRONE 2023	Actual	2022	DRONE 2023	2022	DRONE 2023	Actual	2022	DRONE 2023		
I. CULTIVATED AREA																				
A. PLANTED AREA																				
1. YIELDING CROPS																				
Planting Year	1993																			
Planting Year	1994																			
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Planting Year	2010																			
Planting Year	2011																			
Planting Year	2012	488.21	68.016	68.165	139	140	785.46	108.714	109.937	138	140	209.43	29.909	28.713	143	137	1.483.10	206.639		
Planting Year	2013	336.29	46.951	46.812	138	139	271.19	38.359	38.682	134	135	519.91	74.152	72.348	143	140	1,127.29	157,082		
Planting Year	2014	20.17	20.137	8.725	135	43											6.725	135		
Planting Year	2015	1,029.07	142.253	123.002	138	120	1,095.65	146.083	146.619	137	139	735.74	104.893	103.425	143	141	2,820.48	392.237		
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DOCUMENTATION

Hak Cipta :

1. Dilarang mengutip sebagian atau seluruh karya tulis ini tanpa mencantumkan dan menyebutkan sumber :
 - a. Pengutipan hanya untuk kepentingan pendidikan, penelitian, penulisan karya ilmiah, penulisan laporan, penulisan kritik atau tinjauan suatu masalah.
 - b. Pengutipan tidak merugikan kepentingan yang wajar Politeknik Negeri Jakarta
2. Dilarang mengumumkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin Politeknik Negeri Jakarta

