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INTERNSHIP REPORT



**Creation Educational Materials on Six English Tenses for PT
Sarana Solusindo Informatika Employee Campaign Poster**

Syifa Salsabila Azzahra

2308411020

**POLITEKNIK
NEGERI
JAKARTA**

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

MAJORING IN BUSINESS ADMINISTRATION

DEPOK

2026



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APPROVAL SHEET OF INTERNSHIP

APPROVAL SHEET OF INTERNSHIP

- a. Title : Creation Educational Materials on Six English Tenses
for PT Sarana Solusindo Informatika Employee
Campaign Poster
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Jakarta, June 4, 2026

Supervisor of PNJ


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PREFACE

All praise and gratitude the writer extends to the presence of Allah SWT, for it is by His grace and mercy that the writer has been able to complete this Field Work Practice (Internship) Report properly and on time. This report is prepared as a requirement for the completion of studies in the English for Business and Professional Communication Study Program at Politeknik Negeri Jakarta, Majoring in Business Administration. The writer realizes that the preparation of this report would not have been possible without the help, guidance, and support from various parties. Therefore, on this occasion, the writer would like to express sincere gratitude to :

1. Ms. Farizka Humolungo, S.Pd., M.A., as the Head of the English for Business and Professional Communication Study Program,
2. Sir. Taufik Eryadi Abdillah, S.S., M.Hum., as the academic supervisor at Politeknik Negeri Jakarta, for his guidance and support in the preparation of this report,
3. Ms. Vio Annisa Putri, S.Psi., as the company supervisor at PT Sarana Solusindo Informatika, for her direction, guidance, and learning opportunities during the internship period,
4. The writer's parents, family, and close friends, for their continuous prayers, love, and support in every way during the internship period,
5. All of my Tawon BISPRO friends, for their support during the internship and completing this internship report.

Author realizes that there are still many mistakes in compiling and writing this internship report. Author is pleased to receive criticism and suggestions for the success and perfection of this report. Finally, may Allah SWT reward all those who have contributed, and may this report offer benefits and contribute to the advancement of knowledge.

Jakarta, 5 June, 2026

Author

Syifa Salsabila Azzahra



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CHAPTER I INTRODUCTION

1.1 Background

A sentence is a sequence of words composed of various types or classes of words, each functioning according to its position within the structure of a language. In linguistic studies, language speakers possess knowledge of the rules governing the arrangement of linguistic elements, ranging from the combination of sounds into words, word formation, to the combination of words into phrases and sentences that convey particular meanings (Fromkin et al., 2013). For such an arrangement enables the formation of complete messages that can be mutually understood between the sender and the receiver. However, in English cross-linguistic communication, the clarity of a message is determined not only by word order, but also by the accurate use of tenses.

The linguistic role of tenses is crucial in English grammar, as they function to indicate the time of an event and to clarify the meaning of a statement. This aligns with the view of Azar & Hagen (2009), who emphasize that understanding time structures is the primary foundation for a message to be conveyed logically and unambiguously in effective communication. Information regarding when an activity occurs may lead to misinterpretation between speakers and listeners.

In implementation, the difficulties in improving accuracy use of tenses are still commonly encountered, resulting in unclear message delivery and errors in constructing simple sentences. These issues indicate that grammatical accuracy plays an important role in supporting the effectiveness of workplace communication. The future demand for English language use in professional work environments requires precise application of tenses across various forms of communication, including the conveyance of information and instructions. Therefore, a thorough understanding of tense usage is an aspect that warrants careful attention.

According to this matter, the company sought to provide employees with basic English education through internal media that is easy to understand and practically accessible. One form of media utilized is an employee campaign poster containing educational material on the correct use of six tenses, aimed at supporting communication professionalism in the workplace. The selection of these six tenses as educational



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content was based on an analysis of everyday workplace communication needs. The Simple Present, Simple Past, Simple Future, Present Continuous, Present Perfect, and Past Continuous tenses represent the forms most frequently used in delivering instructions and basic English communication. To this end, these six tenses are considered relevant as introductory learning material for employees.

As a practical application during the Internship, the development of this educational media was carried out through an internship program conducted at PT Sarana Solusindo Informatika, as part of the application of academic competencies in a professional work environment. In the course of this activity, the author was assigned the task of compiling educational material on the six tenses, presented through an employee campaign poster as a learning medium intended to serve as a reminder and to reinforce employees understanding of correct tense usage. The primary focus of this activity centered on the process of writing the English language content for the employee campaign poster, embracing the identification of tense types relevant to employees needs, the development of clear and communicative explanations of each tense, and the selection of an appropriate vocabulary to the English language use in a professional workplace setting.

1.2 Scope of the Activity

The Field Work Practice was conducted at PT Sarana Solusindo Informatika on a work from anywhere system. Throughout the internship, the author was assigned to perform candidate sourcing via LinkedIn as well as to assist in the candidate recruitment process. In addition, the author was also incharged to developing English language educational media in the form of an employee campaign poster, aimed at enhancing employees understanding of tense usage in workplace communication.

The scope of activities as follows :

1. Understanding the directions and brief provided by the mentor for the creation of the employee campaign poster.
2. Collecting reference material such the types of tenses and their usage in English.
3. Compiling educational content on tense usage in a concise, clear, and communicative manner.



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4. Determining and developing copywriting that encompasses explanations of tenses along with contextually appropriate examples relevant to workplace communication.
5. Designing the employee campaign poster based on the compiled material and incorporating the company's logo as a form of corporate identity.
6. Submitting the design draft to the mentor for review to the finalization stage.
7. Revising the design and content in accordance with feedback received from the mentor.
8. Finalizing and submitting the poster as an internal educational medium for the company.

1.3 Period and Location of the Activity

The period and location of the internship conducted by the author are as follows :

Period of Implementation : January, 12 – May, 11 2026 Work from anywhere

Day and Work Hour : Monday – Friday (08.00 A.M. – 05.00 P.M.)

Place of Implementation : PT Sarana Solusindo informatika

Adress : Jalan Sisingamangaraja No.53, Kby, Baru, South Jakarta.

1.4 Objectives and Significances

1.4.1 Objectives

The objectives of this internship report are as follows :

1. To analyze the use of English in the workplace, particularly with regard to the accurate application of tenses in professional communication.
2. To identify and outline related problems to the inaccurate use of tenses in both written and spoken communication within the office environment.
3. To design educational media as an initial step toward raising employees awareness of the importance of correct tense usage in workplace communication, delivered through an employee campaign poster.
4. To produce educational media in the form of an employee campaign poster and a six-tense learning module as a means of strengthening employees understanding of the English language.



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5. To evaluate the implementation of the aforementioned educational media in supporting the enhancement of employees awareness and comprehension of proper tense usage in the workplace.

1.4.2 Significances

This internship report is expected to provide the following benefits :

1. To offer systematic and structured written documentation of the Field Work Practice activities as a form of academic responsibility.
2. To present an overview of the application of tense usage within educational media in a professional work environment.
3. To provide a descriptive analysis of the process of developing English educational content and the strategies employed in conveying linguistic information through educational poster as a means of internal corporate communication.
4. To support educational institutions in evaluating the relevance and alignment between academic learning and practical application in the industrial work setting.

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CHAPTER IV CLOSING

4.1 Conclusions

The implementation of the Field Work Practice at PT Sarana Solusindo Informatika, particularly within the Human Resources division, it can be concluded that the internship provided direct and meaningful exposure to the realities of the professional work environment and the practical application of academic competencies, particularly in the field of English for professional communication. The author was not only involved in recruitment-related activities such as candidate sourcing and interview handling, but also contributed to the development of educational media in the form of an employee campaign poster covering six English tenses. The process of compiling the material was carried out systematically, encompassing needs identification, reference gathering, content development, revision, and finalization. The outcomes of this activity demonstrate that the use of visual media such as posters is effective in conveying material in a concise, clear, and communicative manner to employees.

In the course of the internship, the author encountered several challenges, including difficulties in simplifying explanations of tense types and their uses to ensure accessibility for employees with diverse educational backgrounds, achieving an appropriate balance between content and visual design to avoid information overload, and navigating the limitations of features and elements within the design platform utilized. To address these challenges, the author undertook various efforts, including consulting additional references, progressively refining the alignment between content and visual design, engaging in active discussions with the supervising mentor, and making optimal use of available features on the design platform. The results of this activity reaffirm that posters, as a form of visual educational media, are effective in delivering information in a concise and clear manner. Furthermore, this internship assignment also served to reinforce the author's understanding of the importance of accurate tense usage in supporting professional workplace communication and minimizing the risk of miscommunication.



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4.2 Suggestions

4.2.1 Suggestions for the Reader

Drawing on the experience gained during the internship, the author recommends that prospective Internship students prepare a foundational understanding relevant to the field of work they will be entering. In addition, students are encouraged to communicate actively, collaborate effectively, and contribute meaningfully at their internship placement, as such engagement greatly supports both personal and professional development, as well as the quality of work produced. Readers are also advised to develop their ability to simplify complex material and to become proficient in using language that is accessible to diverse audiences, as well as to cultivate the skill of integrating substantive content with compelling visual presentation as demonstrated through the experience of developing the educational poster. As a result the internship experience is expected to yield more optimal outcomes and serve as valuable preparation for entry into the professional workforce.

4.2.2 Suggestion for the Company

Based on the internship activities that have been carried out, the author recommends that PT Sarana Solusindo Informatika company continue to support the development of employees competencies through engaging and accessible educational media, particularly with regard to the use of English in workplace communication. Furthermore, the company is encouraged to continue providing internship students with opportunities to participate in a broad range of work-related activities, thereby enabling them to gain meaningful professional experience while simultaneously making a positive contribution.



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APPENDIX

Appendix 1, Internship Confirmation Letter



PT. SARANA SOLUSINDO INFORMATIKA
COMPUTER SYSTEMS AND TRAINING SPECIALIST

- Jl. Sisingamangaraja No. 53, Jakarta 12120, Indonesia
Telp. (62-21) 7258762 (Hunting), 7201419 (Hunting), Fax. (62-21) 7205701
- Kedoya Elok Plaza Blok DC-50, Jl. Panjang, Jakarta 11520
Telp. (62-21) 5806203 (Hunting), Fax. (62-21) 5806204

SURAT KETERANGAN
08/FAA-HR-GS/Sol-SK/V/2026

Yang bertanda tangan di bawah ini:

Nama : Gres Sistaria Utami
Jabatan : HRGA
PT Sarana Solusindo Informatika
Alamat : Jl. Sisingamangaraja No.53
Kebayoran Baru, Jakarta 12120

Dengan ini menerangkan bahwa:

Nama : Syifa Salsabila Azzahra
NIM : 2308411020

Telah menyelesaikan kegiatan magang/*internship* di **PT Sarana Solusindo Informatika** mulai tanggal 12 Januari 2026 – 11 Mei 2026 dan dapat mengikuti prosedur management Perusahaan yang berlaku.

Demikian surat ini dibuat agar dapat dipergunakan sebagaimana mestinya.

Jakarta, 13 Mei 2026

PT. SARANA SOLUSINDO INFORMATIKA

Gres Sistaria Utami
HRGA

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Appendix 2, Internship Logbook



KEMENTERIAN PENDIDIKAN TINGGI, SAINS, DAN TEKNOLOGI
 POLITEKNIK NEGERI JAKARTA
 ADMINISTRASI NIAGA
 Jalan Prof. Dr. G. A. Siwabessy, Kampus UI, Depok 16425
 Telepon (021) 7863534, 7864927, 7864926, 7270042, 7270035
 Fax (021) 7270034, (021) 7270036 Hunting
 Laman: <http://www.pnj.ac.id> e-pos: humas@pnj.ac.id

LOG BOOK BIMBINGAN PKL
 (Pembimbing Industri)

1. Nama Perusahaan : PT Sarana Solusindo Informatika
2. Alamat : Jalan Sisingamangaraja No.53, Kebayoran Baru, Jakarta Selatan, DKI Jakarta 12120
3. Judul PKL : Penyusunan Materi Edukasi Enam Tenses Bahasa Inggris pada Poster *Employee Campaign* PT Sarana Solusindo Informatika
4. Nama Pembimbing Industri : Vio Annisa Putri, S.Psi.

Waktu	Aktivitas yang Dilakukan	Tanda Tangan
Minggu ke-1 12 Jan - 15 Jan	- Memahami cara kerja LinkedIn - Memahami cara kerja Microsoft Teams - Sourcing kandidat Account Manager - Sourcing competitor company - Sourcing Microsoft seller by Zettagrid - Sourcing kandidat IT Developer and Trainer	✓
Minggu ke-2 19 Jan - 23 Jan	- Sourcing kandidat Account Manager - Sourcing kandidat IT Developer and Trainer - Menghubungi kandidat melalui WA dan Email - Membuat room interview di teams - Assistant Interview	✓
Minggu ke-3 26 Jan - 30 Jan	- Membuat room interview di teams - Assistant Interview - Sourcing kandidat IT Developer and Trainer - Membuat posdig di Sosmed - Sourcing kandidat AM Security - Sourcing IT security company	✓
Minggu ke-4 2 Feb - 4 Feb	- Sourcing kandidat IT Developer and Trainer - Membuat Blast Poster Tenses	✓
Minggu ke-5 9 Feb - 13 Feb	- Sourcing kandidat IT Developer and Trainer - Membuat Video Tips Input Ttd di Ms.Word - Handle recruitment guru Optima Tech - Sourcing company IT Training - Sourcing kandidat Account Executive	✓
Minggu ke-6 16 Feb - 20 Feb	- Handle recruitment guru Optima Tech - Handle recruitment admin op Optima Tech - Sourcing kandidat Account Executive - Membuat Video Tips Excel Download 1 Sheet	✓
Minggu ke-7 23 Feb - 27 Feb	- Handle recruitment guru Optima Tech - Sourcing kandidat AE - Sourcing kandidat Account Manager - Sourcing kandidat IT Developer and Trainer - Membuat Video Tips Ubah PDF ke Word	✓



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Minggu ke-8 2 Mar - 6 Mar	- Sourcing kandidat Account Executive - Sourcing kandidat Account Manager - Sourcing kandidat IT Developer and Trainer - Assistant Interview - Membuat Poster Grammar - Sourcing kandidat Graphic Designer - Handle Interview Internship	✓
Minggu ke-9 9 Mar - 13 Mar	- Sourcing kandidat Graphic Designer - Sourcing kandidat Account Manager - Membuat Poster Grammar - Memahami cara kerja Glints - Memahami cara kerja UPH Career Center	✓
Minggu ke-10 16 Mar - 20 Mar	- Sourcing kandidat melalui Glints - Sourcing kandidat Graphic Designer - Sourcing kandidat IT Developer and Trainer - Sourcing kandidat Account Manager	✓
Minggu ke-11 25 Mar - 27 Mar	- Sourcing kandidat melalui Glints - Sourcing kandidat Graphic Designer	✓
Minggu ke-12 30 Mar - 3 Apr	- Sourcing kandidat melalui Glints - Sourcing Telecampaign/Telemarketing - Sourcing kandidat Graphic Design - Handle Interview Product Support Engineer - Sourcing Account Executive	✓
Minggu ke-13 6 Apr - 10 Apr	- Handle Interview Product Support Engineer - Sourcing kandidat melalui Glints - Sourcing kandidat Account Executive	✓
Minggu ke-14 13 Apr - 17 Apr	- Sourcing kandidat Design - Sourcing kandidat Telemarketing - Sourcing kandidat Guru IT - Handle Interview Account Executive - Handle Interview Guru TIK	✓
Minggu ke-15 20 Apr - 24 Apr	- Handle Interview Guru TIK - Sourcing kandidat Design - Sourcing Account Executive - Sourcing Cyber Security - Membuat Video Convert Microsoft Word Table ke Teks - Membuat Video Microsoft Word Mengirim Surat Massal dengan Mail Merge - Sourcing kandidat UPH career center	✓
Minggu ke-16 27 Apr - 30 Apr	- Handle Recruitment Guru TK/SD - Sourcing kandidat Design - Sourcing kandidat Account Executive	✓
Minggu ke-17 4 Mei - 8 Mei	- Sourcing guru TIK - Sourcing kandidat Design - Membuat Video Microsoft Word KOP surat - Handle Interview Guru TIK	✓
Hari terakhir 11 Mei	- Sourcing kandidat	✓

Jakarta, 04 Mei 2026
Pembimbing Perusahaan

PT. SARANA SOLUSI INFORMATIKA

(Vio Annisa Putri, S.Psi.)
NIP. 23120397



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Appendix 3, PNJ Supervisor Form



KEMENTERIAN PENDIDIKAN TINGGI, SAINS, DAN TEKNOLOGI
POLITEKNIK NEGERI JAKARTA
ADMINISTRASI NIAGA
Jalan Prof. Dr. G. A. Siwabessy, Kampus UI, Depok 16425
Telepon (021) 7863534, 7864927, 7864926, 7270042, 7270035
Fax (021) 7270034, (021) 7270036 Hunting
Laman: <http://www.pnj.ac.id> e-pos: humas@pnj.ac.id

FORM BIMBINGAN PKL
(DOSEN PEMBIMBING PNJ)

Judul PKL : Penyusunan Materi Edukasi Enam Tenses Bahasa Inggris pada Poster
Employee Campaign PT Sarana Solusindo Informatika

No.	Hari/Tgl	Materi Bimbingan	Tanda Tangan
1	Rabu, 04 Maret 2026	Draft laporan Bab 1 dan revisi Bab 1	
2	Selasa, 31 Maret 2026	Draft laporan Bab 2 dan revisi Bab 2	
3	Rabu, 22 April 2026	Draft laporan Bab 3 dan revisi Bab 3	
4	Senin, 25 Mei 2026	Draft laporan Bab 4, lembar pengesahan, kata pengantar	

Depok, 05 Mei 2026

Pembimbing,



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



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Appendix 4, Company Evaluation Result



**PT. SARANA SOLUSINDO INFORMATIKA
COMPUTER SYSTEMS AND TRAINING SPECIALIST**

- Jl. Sisingamangaraja No.53 Jakarta 12120, Indonesia
Telp. (62-21) 7258762 (Hunting), 7201419 (Hunting), Fax. (62-21) 7205701
- Kedoya Elok Plaza DC-50, Jl. Panjang, Jakarta 11520
Telp. (62-21) 5806203 (Hunting), Fax. (62-21) 5806204

HASIL EVALUASI
(Pembimbing Perusahaan)

Nama Mahasiswa : Syifa Salsabila Azzahra
NIM : 2308411020
Judul PKL : Penyusunan Materi Edukasi Enam Tenses Bahasa Inggris pada
Poster
Employee Campaign PT Sarana Solusindo Informatika

Nilai Praktik Kerja Lapangan

No.	Komponen Penilaian	Range Nilai	Nilai yang Dicapai
1	Kemampuan Berbahasa Secara Lisan	10-20	15
2	Kemampuan Berbahasa Secara Tulisan	10-20	17
3	Kerja Sama	10-20	20
4	Kedisiplinan	10-20	18
5	Etika	10-20	18
Total Nilai (A)			88

Jakarta, 13 Mei 2026
Pembimbing Perusahaan

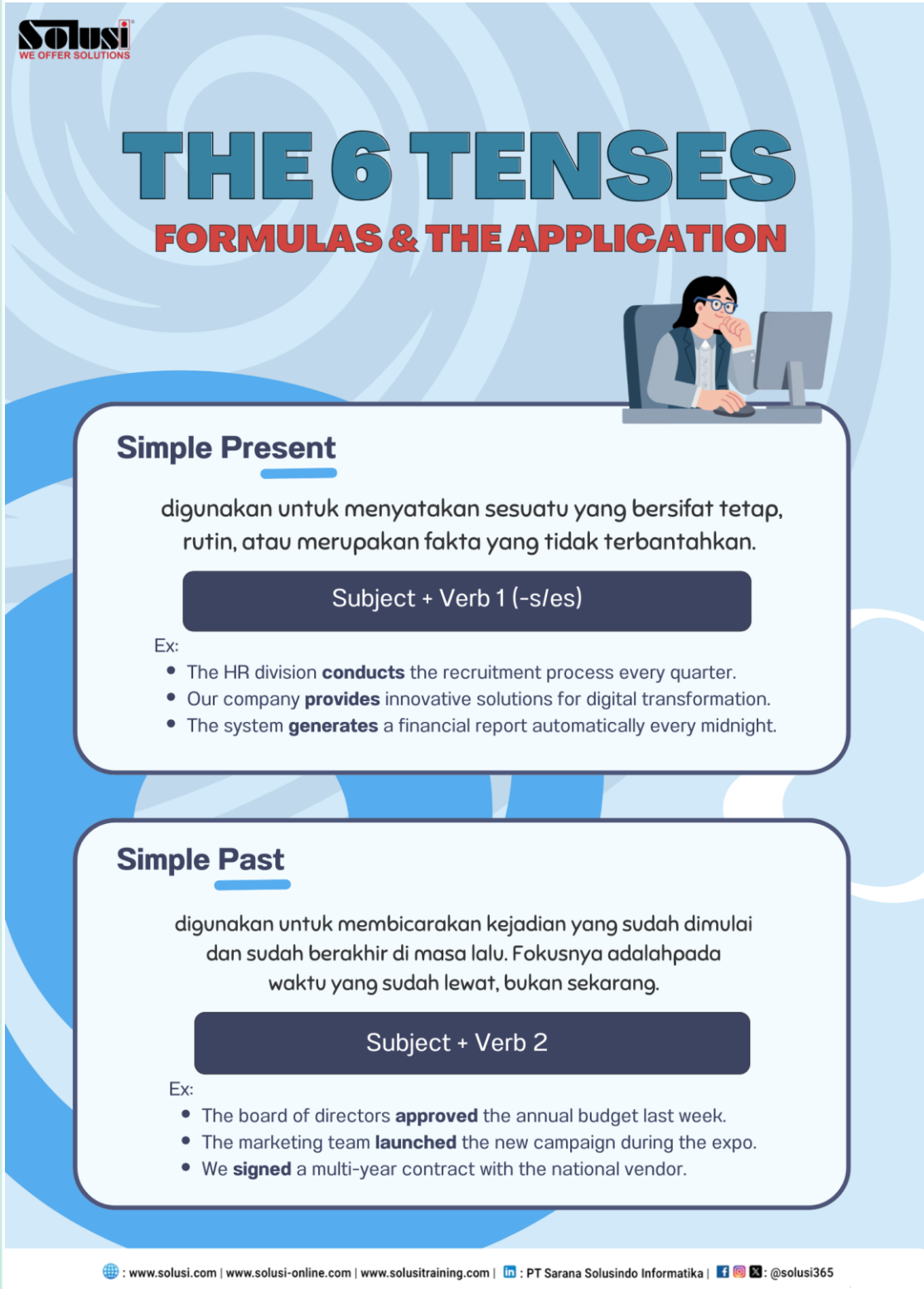
PT. SARANA SOLUSINDO INFORMATIKA

(Vio Annisa Putri, S.Psi.)
NIP. 23120397

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Appendix 5, Tenses Educational Poster for the Employee Campaign



Solusi
WE OFFER SOLUTIONS

THE 6 TENSES

FORMULAS & THE APPLICATION

Simple Present

digunakan untuk menyatakan sesuatu yang bersifat tetap, rutin, atau merupakan fakta yang tidak terbantahkan.

Subject + Verb 1 (-s/es)

Ex:

- The HR division **conducts** the recruitment process every quarter.
- Our company **provides** innovative solutions for digital transformation.
- The system **generates** a financial report automatically every midnight.

Simple Past

digunakan untuk membicarakan kejadian yang sudah dimulai dan sudah berakhir di masa lalu. Fokusnya adalah pada waktu yang sudah lewat, bukan sekarang.

Subject + Verb 2

Ex:

- The board of directors **approved** the annual budget last week.
- The marketing team **launched** the new campaign during the expo.
- We **signed** a multi-year contract with the national vendor.

🌐 : www.solusi.com | www.solusi-online.com | www.solusitraining.com | [in](https://www.linkedin.com/company/solusi365) : PT Sarana Solusindo Informatika | [f](https://www.facebook.com/solusi365) [ig](https://www.instagram.com/solusi365) [tik](https://www.tiktok.com/@solusi365) : @solusi365



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THE 6 TENSES

FORMULAS & THE APPLICATION

Simple Future

digunakan untuk membicarakan hal-hal yang belum terjadi namun akan terjadi di masa depan, menggunakan kata "will".

Subject + will + Verb 1

Ex:

- Our technicians **will** install the new server tomorrow morning.
- The Director **will** deliver a keynote speech at the conference.
- We **will** implement the updated security protocol next month.

Present Continuous

digunakan untuk membicarakan aksi yang sedang berlangsung sekarang atau di sekitar waktu pembicaraan.

Subject + am/is/are + Verb-ing

Ex:

- The developers **are updating** the security software right now.
- We **are evaluating** the feedback from our primary stakeholders.
- The finance team **is preparing** the audit documents for the meeting.

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THE 6 TENSES

FORMULAS & THE APPLICATION

Present Perfect

digunakan untuk membicarakan kejadian yang sudah terjadi, namun efeknya atau waktunya masih berhubungan dengan saat ini.

Subject + have/has + Verb3

Ex:

- The team **has reached** the sales target for the second semester.
- Our manager **has reviewed** the project proposal extensively.
- The legal department **has finalized** the merger agreement.

Past Continuous

digunakan untuk menyatakan tindakan yang sedang berlangsung di masa lalu pada waktu yang spesifik, atau ketika ada kejadian lain yang tiba-tiba terjadi.

Subject + was/were + Verb-ing

Ex:

- The IT support **was repairing** the network when the meeting started.
- Analysts **were monitoring** the stock market during the crisis.
- The staff **were discussing** the strategy when the power went out.