Translating Documents in Language Centre (UPTP2B) of Sebelas Maret University

Internship Report

Submitted to meet a part of the requirements to obtain an Ahli Madya Degree in English Language

by
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English Diploma Program
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Sebelas Maret University
Surakarta
2016
The undersigned below has approved that this internship report is ready for examination. All the content in this report, however, is solely the responsibility of the writer.

Title of Internship Report:
Translating Documents in Language Centre (UPTP2B) of Sebelas Maret University

Name of Intern:
Wayan Cishe Fransiska Saputri C9313062

Surakarta, 2016
Internship Supervisor

Dra. Susilorini, M.A.
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**ACCEPTANCE**

The undersigned below hereby state that this internship report has been approved and accepted by the Board of Examiners at English Diploma Program, Faculty of Cultural Sciences, Sebelas Maret University

**Title of Internship Report:**
Translating Documents in Language Centre (UPTP2B) of Sebelas Maret University

**Name of Intern:**
Wayan Cishe Fransiska Saputri C9313062

**Date of Examination:**
21 July 2016

**Board of Examiners**

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Approved by Dean,
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Prof. Drs. Riyadi Santosa, M.Ed., PhD.
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ACKNOWLEDGMENT

First of all, I would like to give my highest gratitude to Allah SWT who has given me blessing and health to accomplish this internship report. My sincere thanks also goes to Drs. Riyadi Santosa M.Ed.,Ph.D as the Dean of Faculty of Cultural Sciences of Sebelas Maret University who has given approval to write this internship report.

Secondly, I would like to thank to Agus Dwi Priyanto S.S., M.CALL as the head of English Diploma Program who has given permission, guidance, and encouragement related with this internship as well as the internship report.

Thirdly, I would like to express my sincere gratitude to my supervisor, Dra. Susilorini, MA., for all patience, valuable guidance, and support not only during the internship but also on completion of this internship report.

Besides, my sincere gratitude also goes to Herianto Nababan S.S., M.Hum as my internship supervisor at UNS Language Center, thanks for the opportunity, knowledge, experience, and patient given to me during the internship in UNS Language Centre.

Unforgettably, I would also like to thank to my beloved parents and member of my family who always support me morally as well as economically. Thanks for everything.

Last but not the least, I would like to thank to all of my precious friends in English Diploma Program especially class of 2013 and 2014, thanks for the support and togetherness.

Surakarta, May 2016

Wayan Cishe Fransiska Saputri
ABSTRACT

Wayan Cishe Fransiska Saputri, 2016, Translating Documents in Language Centre (UPTP2B) of Sebelas Maret University, English Diploma Program, Faculty of Cultural Sciences, Sebelas Maret University.

This internship report is made to report the internship activities in UNS Language Centre. This internship was conducted beginning from 11th January 2016 to 04th March 2016. UNS Language Centre is located in UNS Campus area near the Faculty of Cultural Sciences.

This internship gives me experience of translation in real work and of how to work in a team. The internship activities in UNS Language Centre are translating documents, editing by discussion, and evaluating final translation. The documents translated during the internship which are discussed in this report are abstracts, family cards and resident identity cards (RIC), academic transcripts, birth and marriage certificates, child custody agreements, and decisions. Several problems encountered during translation dealing with the difficult words of technical terms, dictions, and word choices. The techniques used for solving the problems are discussion, using internet, and utilizing dictionaries.
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