Translating Legal and Personal Document in UPT P2B 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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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 Legal and Personal Document in UPT P2B of Sebelas Maret University

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Surakarta, June 3rd 2016
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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

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Translating Legal and Personal Document in UPT P2B of Sebelas Maret University

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Date of Examination:
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Rosiana Indriastuti
ABSTRACT

This report was written based on the job training at UPT P2B of Sebelas Maret University, Surakarta, from January 25th 2016 to March 10th 2016. The objectives of this report are to elaborate the process of translating legal and personal document, and to discuss about the problem faced during the translation process and to find the solution.

There are four steps applied in translating legal documents, namely: comprehending text, finding parallel text, translating text into target language, and revising text. But translating personal documents requires text rearrangement after text comprehension. There were also some problems faced during translation process, namely: lacking of vocabularies related to certain field that can be solved by checking new vocabularies in the dictionary, selecting equal words that can be solved by checking it in the parallel text, and comprehending text that can be solved by rereading the text.
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