Internship Report
Translation Process of Legal Document at UPT Bahasa of Sebelas Maret University

Submitted to Meet a Part of the Requirements to Obtain
Ahli Madya Degree in English Language

Written by:
Jonathan David Prassojo
C9314031

English Diploma Program
Faculty of Cultural Sciences
Sebelas Maret University
Surakarta
2017
The undersigned below has approved this report ready for examination. All of the content in this report, however, is solely the responsibility of the writer.

Surakarta, July 17th, 2017
Supervisor of Internship Report
ACCEPTANCE OF THE BOARD OF EXAMINER

Title of Internship Report : Translation Process of Legal Document at UPT Bahasa of Sebelas Maret University

Full Name of Student : Jonathan David Prassojo
Student Registration Number : C9314031
Date of Examination : July 26th, 2017

Accepted and approved by the Board of Examiner
English Diploma Program, Faculty of Cultural Sciences
Sebelas Maret University

The Board of Examiner

1. Dr. Tri Wiratno, M.A.
   NIP. 196109141987031001 __________________________
   Chair

   NIP. 1985020320161001 __________________________
   Secretary

3. Prof. Drs. Mangatur Nababan, M.Ed., M.A.,Ph.D.
   NIP. 196303281992011001 __________________________
   Examiner

Approved by Dean of Faculty of Cultural Sciences
Sebelas Maret University

Prof. Drs. Riyadi Santosa, M.Ed., Ph.D.
NIP. 196003281986011001
ACKNOWLEDGEMENT

First of all, I would like to thank Jesus Christ my Lord and Savior because without Him, nothing is possible. For their help and support towards my internship and the writing of my internship report, I would also like to show my most appreciation to:

1. Prof. Drs. Riyadi Santosa, M. Ed., PhD., as the Dean of Faculty of Cultural Sciences.
2. Agus Dwi Priyanto, M. CALL., as the Head of English Diploma Program.
4. Bayu Budiharjo S.S., M.Hum., as my academic supervisor.
5. All of the lecturers and staff of English Diploma Program.
7. The employees of UPT Bahasa of Sebelas Maret University.
8. My dear parents, Agustinus Ponidjo and Dwi Nur Cahyawati, and my beloved brother, Gusti Alif Prassojo for their love and patience.
10. All of my friends in English Diploma Program for those three wonderful years.

Surakarta, July 17th, 2017
# TABLE OF CONTENTS

Approval of the Internship Report Supervisor ............................................. ii
Acceptance of the Board of Examiner ........................................................... iii
Acknowledgment ......................................................................................... iv
Table of Contents ......................................................................................... v
List of Tables ............................................................................................... vi
Abstract ...................................................................................................... vii

Chapter I: Introduction .................................................................................. 1
  Background .................................................................................................. 1
  Place and Time of Internship ................................................................. 2
  Benefit of Internship ............................................................................... 2

Chapter II: Institution ................................................................................... 4
  Profile of Institution ............................................................................... 4
  Services ................................................................................................... 5
  Facilities .................................................................................................. 6
  Vision and Mission .................................................................................. 7

Chapter III: Internship Activities ................................................................. 8
  Service Procedure .................................................................................. 8
  Accomplishment ....................................................................................... 11
  Tools Used in the Document Translation ............................................ 13
  Translation Process ................................................................................ 14
  Translation Technique and Tactic ........................................................ 15
  Problems Faced During Translating Document .................................. 20
  Solutions ................................................................................................. 21

Chapter IV: Conclusion .............................................................................. 23
  Conclusion ............................................................................................... 23
  Recommendation .................................................................................... 25

References .................................................................................................... 27
Appendices .................................................................................................... 28
LIST OF TABLES

Table 1.1 Organizational Structure of UPT Bahasa ....................................................... 7
Table 2.1 Translation of Document Header ................................................................. 16
Table 2.2 Translation of the First Sentence ................................................................. 17
Table 2.3 Translation of the Certificate Holder’s Identity ............................................. 18
Table 2.4 Translation of the Second Sentence .............................................................. 18
Table 2.5 Translation of the Information of the Certificate Distributor ...................... 19
Table 2.6 Translation of the List of Classes ................................................................. 20
ABSTRACT

The objectives of this internship report are (1) to explain the activities which the writer experienced during internship and (2) to explain the translation process of a legal document. The internship was conducted from February 6th to March 17th, 2017. The working time was 5 days a week, Monday to Friday, from 7.30 AM to 3.30 PM. During those times, the writer was able to complete the translation of 39 legal documents. On each translation, the writer went through 4 processes of translation namely comprehension, translation, restructuration and revision. The writer used several translation techniques and tactics. The translation techniques were adaptation, amplification, generalization and reduction. In translating the legal documents, the writer faced three problems namely choosing what tenses to use, translating legal terminology and constructing good formal sentences. The solutions to those problems were by discussion with the supervisor and doing internet research.