Translating Encyclopedia Entitled “Breathing: How We Use Air” from English into Indonesian in Department of Archives and Region Library of Karanganyar

Internship Report

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

By

Linda Susilowati

C9313038

English Diploma Program
Faculty of Cultural Sciences
Sebelas Maret University
Surakarta
2018
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 Encyclopedia Entitled “Breathing: How We Use Air” from English into Indonesian in Department of Archives and Region Library of Karanganyar

Name of Intern:
Linda Susilowati C9313038

Surakarta, January 2018
Internship Supervisor

Karunia Purna Kusciati S.S., M.Si.
NIP. 198211242009122002
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 Encyclopedia Entitled “Breathing: How We Use Air” from English into Indonesian in Department of Archives and Region Library of Karanganyar

Name of Intern:
Linda Susilowati

Date of Examination:
January 30th, 2018

Board Examiners:

Name, Position

1. Muhammad Taufiq Al-Makmun, S.S., M.A
   NIP. 197806272005011003
   Chair

2. Bayu Budhiarjo, S.S., M.Hum
   NIP. 1985010120130201
   Secretary

   NIP. 198211242009122002
   Examiner

Approved By Dean,
Faculty of Cultural Sciences,

Prof. Drs. Riyadi Santosa, M.Ed., PhD
NIP. 196003281986011001
ACKNOWLEDGMENT

I would like to say thank you to the Most Gracious and the Most Merciful, Allah SWT, for the never ending mercy, guidance and blessing to accomplish this internship report well. I would like to present and express my sincere gratitude and respect to people who have generously supported and contributed to the improvement of this report:

1. Karunia Purna Kusciati S.S., M.Si., as my internship report supervisor, for the kindness, time, guidance, suggestion and being so helpful in finishing this report.
2. Prof. Riyadi Santoso M.Ed., Ph.D., as the Dean of the Faculty of Cultural Sciences, Sebelas Maret University.
3. Agus Dwi Priyanto S.S., M.CALL., as the Head of English Diploma Program and my academic supervisor for the guidance during the internship program.
4. Dra. Endang Sri Astuti M.S., as my academic supervisor, for helping me during my study in English Diploma Program.
5. All lecturers of English Diploma Program, for giving much valuable knowledge to me.
6. My special gratitude is dedicated to my beloved parents, my beloved husband, my beloved parent in-law, and my beloved sisters for the support and motivations.
7. Anindya Putri Wisnumurti and Dimas Hadi Prayugo as my internship group, for the compactness during internship.
8. My friends from English Diploma Program, for the unforgettable memories that they had spent with me for the past four years.

I realize that this internship report still have some drawbacks. Therefore, advice and criticism are openly acceptable to make this report better. I hope this report would give a positive contribution to the English Diploma Program and be beneficial for us.

Surakarta, January 2018

Linda Susilowati
ABSTRACT

Linda Susilowati, 2018. Translating Encyclopedia Entitled “Breathing: How We Use Air” from English into Indonesian in Department of Archives and Region Library of Karanganyar, English Diploma Program, Faculty of Cultural Sciences, Sebelas Maret University.

The objective of this report is to explain the writer’s internship activity. This report was written based on internship conducted in Department of Archives and Regional Library of Karanganyar during July 25th, 2017 – September 4th, 2017. There was one activity of the translating during the internship program. There is translating encyclopedia book. In order to produce good result of translation, there were three processes applied when translating. The procedures are analysing, transferring, and restructuring.

There were some problems faced during translating the encyclopedia. The problems were the difficult words and science terms. The writer also presents the solutions to overcome the problems. They were: looking for the unfamiliar words or terms in the dictionary or the internet, asking help from friends, and asking help from the proof reader to re-check the translation.
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPROVAL</td>
<td>ii</td>
</tr>
<tr>
<td>ACCEPTANCE</td>
<td>iii</td>
</tr>
<tr>
<td>ACKNOWLEDGMENT</td>
<td>iv</td>
</tr>
<tr>
<td>ABSTRACT</td>
<td>v</td>
</tr>
<tr>
<td>TABLE OF CONTENTS</td>
<td>vi</td>
</tr>
<tr>
<td>Chapter 1 Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Chapter 2 Department of Archives and Region Library of Karanganyar</td>
<td>3</td>
</tr>
<tr>
<td>Management of The Department</td>
<td>5</td>
</tr>
<tr>
<td>The Job and Function Description</td>
<td>6</td>
</tr>
<tr>
<td>Chapter 3 Internship Activities</td>
<td>7</td>
</tr>
<tr>
<td>Activities in General</td>
<td>7</td>
</tr>
<tr>
<td>The Tool Used for Translation Activity</td>
<td>7</td>
</tr>
<tr>
<td>Translation</td>
<td>9</td>
</tr>
<tr>
<td>Visiting Elementary School</td>
<td>13</td>
</tr>
<tr>
<td>Chapter 4 Conclusion and Recommendation</td>
<td>14</td>
</tr>
<tr>
<td>References</td>
<td>16</td>
</tr>
<tr>
<td>Appendices</td>
<td>17</td>
</tr>
<tr>
<td>Appendix 1 Photos of the book</td>
<td>18</td>
</tr>
<tr>
<td>Appendix 2 Translation</td>
<td>21</td>
</tr>
</tbody>
</table>