CHAPTER III

JOB TRAINING RESULT

A. Description of UPT-P2B

1. General Description.

The technical implementation unit of language service and development (UPT-P2B) is a unit of technical implementation of language in Sebelas Maret University. This institution provides various foreign language courses, such as English, French, German, Dutch, Japanese and Chinese. UPT-P2B describes itself as a public institution which delivers translation service for society. So, this institution does not only belong to Sebelas Maret University but also to the people who need translation service. Since it was established in 1989, this institution actively develops the techniques of language courses by making effective subject materials and effective training approach to short training on regional and national workshop. This institution does not only create and provide written or oral lessons, but also it has multimedia teaching methods in forms of cassette, video CD, and computer-based material which can be accessed by the student through internet networks.
2. **Brief History of UPT-P2B**

As a non-structural institution, UPT-P2B was established and named as Unit of Language Service and Development (UP2B) in the early stage, with a decree from the rector of Sebelas Maret University on 7th October 1989. All activities were focused on the English department, program of the faculty of letters and fine art (recently changed into faculty of cultural sciences) with limited facilities and management.

Since May 1990 or a year later, after the institution was built, they had their own building which has 7 classrooms, 1 staff room, 1 language laboratory, and a single resource center room. Through the decree of the rector on 5th May 1992, UP2B was altered as The Technical Implementation Unit of Language Services and Development (UPT-P2B). This institution expands their service for society and not only for people inside the university. At the same years, the policy of this institution has been changed and began to cooperate with domestics and foreign universities concerning in seminars, workshops, and linguistic trainings.

The latest building was built in 1999 with three-strays building covering one thousand and fifty meter square of land area. This building is larger than before. The institution has expanded it into 8 classrooms, 3 languages laboratories, 1 auditorium, 1 studio room, 1 administration room, 1 lecture room, and 1 resource center room. From this new building the institution can maximize their services in linguistic to the society.
B. Job training activity as a translator at UPT-P2B

1. The description of job training as a translator at UPT-P2B

UPT-P2B is the place where the writer has accomplished his job training as a translator. This place provides various translation services such as, Indonesian to English, French, Dutch, Germany, and Japanese, Arabic and Chinese and vice-versa. From the all foreign languages that has been mentioned above, there were only English-Indonesian and Indonesian-English translation which had done by the writer. The working hours of the writer are alternately from Monday to Friday in a week, it is only three workdays per week, which began at 07:30 am and ended around 04:00 pm.

In the early day of job training the writer was given an explanation about serving procedure of translation services, the translation service includes translation contract, guarantee, cost of translation and how to set the translation text according to the translation brief (TB). The writer did job training under supervision of Herianto Nababan as the principal of translation program in UPT-P2B.

2. The Service Procedure

The first thing that should be done by translator in translation service is giving the client(s) translation brief (TB), the translator explained the translation file format containing of font, margin, line spacing and paper, the time allocation to finish a single translation text and the total cost of translation service to the client(s).
Terms and conditions are applied in translation works are attached below:

- The paper size: A4
- Line spacing: 1.5
- Font type: Times New Roman
- Margin of paper: Top = 4cm, left = 4cm, Bottom = 3 cm, and Right= 3 cm.

The time allocation to complete translation work is five days since the text was received by the translator. The translation contract can be seen in the picture below.
## Picture 2.1 Translation Contract of UPT-P2B

### TRANSLATION AGREEMENT

The Translation Agreement is entered into this day: __________ in the Year of __________ by and between:

1. **UPT-Pendidikan Pengembangan Bahasa**
   Universitas Sebelas Maret Surakarta
   Jl. Ir. Sutami No. 36A, Surakarta
   Phone (+6271) 623413 Fax. (+6271) 623414

   Hereafter will be referred as the TRANSLATOR

2. ____________

   Hereafter will be referred as the CLIENT with the following provisions:

**A. Service Description:** As a translator, in this contract will provide translation service(s) (paper/document) * which contains…… Page(s), translated to be…… From…… language. And a fee has been agreed relating to mutual agreement of both clients and a translator……

**B. Translation Completion Date:**

   THE TRANSLATOR shall make every effort to complete the text, but shall not be responsible for delays in completion caused by events beyond the translator’s control (force majeure (hurricane, flooding, earthquake, volcanic eruption and war)). In case of delays in completing task which is not caused by force majeure, the translator takes all the responsibility, including the fine, as we can see below:

   1) 10% of the total fee for 1-day delay translation completion;

   2) 30% of the total fee for 2-day delay translation completion;

   3) 50% of the total fee for 3-day delay of translation completion time;

   4) 70% of the total fee for 4-day delay of translation completion time; or

   5) 100% of the total fee for 5-day (and/or) delay of translation completion time.

**C. Translation Fee:** The client shall fulfill the initial payment about 50% and settle payment soon as receiving the text, if the translation draft sent through the postal service or electronic mail, the cost of translating text need to be settled first. It can be transferred through translator saving accounts. It has to be done before the document was sent to a translator and also the client is already has the proof of bank transfer and sending it on the facsimile, on number +6271 623414.

**D. Document alteration or withdrawal either CLIENT or TRANSLATOR:** In term of unilateral cancellation of translation assignment by TRANSLATOR the translator is obligated to refund the initial payment and also charge a fine for 50% of the total fee of translation due to contract cancellation. In case of contract cancellation by the client, translator(s) acquire the entire fee which has been paid. However, if the document is altered by the client and it caused additional time in translation completion process, an additional fee is applied according to common agreements.

**E. Translation Review by CLIENT:** The translated text can be reviewed by the client as soon as the client received the text. A claim can be submitted within 30 days after the text is received by the client.

**F. Retention and Documents Confidentiality:** The translated text is necessarily canceled by translator to keep the secrecy of the text from the unexpected event. The translator is able to keep the source text until the translation text is accepted by the client. The translator shall not take any responsibility after handover the text to the client(s). The entire translation results either hardcopy or softcopy set to be saved by the translator within a month of the retention period after the translation accomplish. If during the passive retention periods, the client demands translation text to be printed out, the client has to pay the additional charges for IDR 1000 (thousand) per page. After retention periods, translation document is considered as new document with the same terms and condition mentioned.

The translation contract is made to (2) copies, (1) original text (1) copied text; each party has the same legal authority.

On Behalf of the TRANSLATOR
Translation Administration Function, Client,

(__________) (__________)

*Delete as applicable
After agreeing the translation contract, the customer is asked to fulfill the initial payment from total cost. The cost of translating text is already attached to translation contract to point C, and then, the client come back to take the translated text on a predetermined day. The institution gives two types of translation format both soft copy and hard copy (printed out). Within a month of guarantee, the client is permitted to be back again in case if there is any revision concerning on the translated text.

3. Translation Process of legal document at UPT-P2B

The legal document refers to document with particular purpose or it is intended for publicity. During the job training, the writer had achieved and translated thirteen legal documents. From the total number of translated text that had been translated by the writer there were only two texts, English-Indonesia translation and Indonesia-English translation. The majority of the texts that had been translated by the writer are graduation certificate and several abstract texts.

The processes of translating those legal documents are:

a. Text comprehension

In the early of duty, the text given to the writer is needed to understand the meaning of the text by reading the whole text first. The purposes of this method are to identify the difficulty of the source text and to find out the meaning of the text. As a translator, text analysis is the key factor in
translating text. As we know before we begin to translate the text we need to know to whom this text is intended to. That is why the source text comprehension has to be done first before we start to translate the text.

b. Rearranging the structure or diction and adding the words to make the complete sentences.

When we were translating a document, there were several ambiguous or not-readable texts and the worst of all, there was an idiom which we cannot find the meaning in target text. So, to make this text easy to understand, we should be able to deliver the meaning of text properly. We need to rearrange the structure, diction, and add some words into the text appropriately. Thus, the text can be readable and understandable without any ambiguity and uncertainty.

c. Translating

The next stage of the translation process is translating. It is not word-by-word translation, but it is demanding more translation method in translating text than just the meaning of the word in the target text. During translation process, the writer found some difficult words and idioms in which the equivalence of those words cannot be found in the target text. Therefore, the internet network is very helpful to solve this problem.
d. Translation revision

The final stage of the translation process is text revision. There are several changes during text translation, and revision occurs if we meet the ambiguous words or texts which are misunderstood. As the job training supervisor Herianto Nababan is always asking the writer to revise his own translation, for three until four times before submitted to the job training supervisor. This method is aimed to identify the mistakes of translator and make the translators have a sense of translating text, also the self-awareness of the translator himself. After finishing the revision, the job training supervisor gave some evaluation about the text, and handed final text revision

On the following pages, the writer would attach several legal documents which had been translated.
C. Translation Process of Official Document

Picture 3.1 The Translation of Official Document

The translation process from the document above is based on the source text of the certificate of graduation in one of health polytechnic in Surakarta. The source text of the document is written in Indonesian Language.
Here is the translation process of official document above, inside the table:

**Table 3.1 Translation of certificate of graduation**

<table>
<thead>
<tr>
<th>The sentences in the source text</th>
<th>First translation</th>
<th>Final Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Politeknik kesehatan kementerian kesehatan Surakarta</td>
<td>- The Polytechnic of the Ministry of health Surakarta</td>
<td>- Surakarta polytechnics of ministry of health of Republic of Indonesia</td>
</tr>
<tr>
<td>- Ijazah</td>
<td>- Certificate</td>
<td>- Certificate, it is hereby certified that: <em>(The writer used “amplification techniques”, because it is suitable for this sentence.)</em></td>
</tr>
<tr>
<td>- Nama, Nomor Induk Mahasiswa, Tempat Tanggal Lahir dan Tahun Masuk</td>
<td>- Name, Student Reg. Number, Place and date of birth, Entrance year</td>
<td>- Full name, Student Registration Number, Place and Date of Birth, Year of Entry <em>(The writer used “literal techniques”, because it is suitable for this sentence.)</em></td>
</tr>
</tbody>
</table>
Based on the table 3.1, the writer used two techniques of translation, there were amplification and literal translations applied for this document. The underline word inside the column of final translation indicates that there are several words
have been added, to assert the meaning of the text and to make it easier to accept by the readers.

The elaboration of translation processes of official document above are:

- Text comprehension
  Reading the whole text first and comprehending the meaning of text to decide the next phase of translation processes that is necessary to do.

- Rearranging
  There are no bad sentences in this document. Therefore, the rearranging of the sentence was not used in this process.

- Translating
  Transform the whole text from Bahasa Indonesia as source language into English as target language.

- Translation Revision
  After all the previous processes of translating document were done, in this final process there were several words had been added in this process in terms of “it is hereby certified that” and “appertaining thereto”. That sentence was not written in source text but it needed to be added in the text to adjust the pattern of official document in target language. The articles found on the internet were about legal document which related for this document. The certificate of graduation which written in English was very helpful as additional information to know how to issue an official document in English.
Picture 3.2 Translation of Statement of Marital Status


Surat Tentang Status Perkawinan ini berlaku selama 150 hari, sejak diterbitkannya surat dan tidak berlaku setelahnya.

Surat ini diterbitkan oleh Dinas Kependudukan Dan Catatan Sipil, Kementerian Dalam Negeri Malaysia dengan tujuan untuk Menikahi Pasangan yang berbeda Warganegara.

Yang Bertanda Tangan

KHAISAH BINTI AH-MAD
Kepala Bidang pernikahan
Dinas Kependudukan dan Catatan Sipil
Malaysia

*Surat ini tidak berlaku opzda terjadi pengelupusan atau pembuah ini surat.

*several texts have been discarded to protect the secrecy of the document

The translation process from the document above is based on the source text of the Statement of Marital Status in National Registration department Malaysia,
Ministry of Home Affairs of Malaysia. The source text of the document is written in English.

Here is the translation process of legal document above, inside the table:

**Table 3.2 Translation of Statement of Marital Status**

<table>
<thead>
<tr>
<th>The Sentences in the Source Text</th>
<th>First Translation</th>
<th>Final Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>-National registration department Malaysia, Ministry of Home Affairs Federal government Administrative Centre</td>
<td>Dinas Kependudukan dan Catatan sipil, Kementrian Dalam Negeri Malaysia</td>
<td>Kementrian Dalam Negeri Malaysia, Dinas Kependudukan dan Catatan sipil Federal Government Administrative Centre</td>
</tr>
<tr>
<td>-Statement of marital status</td>
<td>Surat pernyataan tentang status pernikahan.</td>
<td>Surat pernyataan tentang status pernikahan.</td>
</tr>
<tr>
<td>-This is to certify that…. A Malaysian bearer of identity card No... has declared</td>
<td>Dengan surat ini menyatakan bahwa Sdr. ……yang berkewarganegaraan</td>
<td>Dengan ini dinyatakan bahwa Sdr. .. warga negara Malaysia, Dengan Nomor identitas diri… dibawah sumpah pada…, Telah</td>
</tr>
<tr>
<td>English</td>
<td>Malay</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>under oath on... that she/he is ... years old of age and SINGLE by virtue of a sworn statement in the files of this office and based on computerized records available in this department there is no records of any being marriage being registered under the law reform (Marriage and Divorce) Act1976</td>
<td>diumumkan bahwa yang bersangkutan merupakan pria LAJANG (BelumMenikah) berdasarkan sumpah pernyataan yang dilandasi rekam data komputer yang tersedia di Dinas Kependudukan dan Catatan Sipil Negeri Sembilan menyatakan tidak pernah/belum melaksanakan pernikahan dibawah hukum Malaysia (Pernikahan&amp;Perceraian) Undang-Undang 1976 The writer used “literal techniques” in this paragraph, because it is suitable to apply in this paragraph.</td>
<td></td>
</tr>
</tbody>
</table>
I further certify that, based on documents submitted to this department...

Intends to marry....INDONESIA national and holder of identity card/passport

---This certificate of marital status shall be valid for 150 days after issuance thereof and shall

<table>
<thead>
<tr>
<th>English</th>
<th>Indonesian</th>
<th>Indonesian</th>
</tr>
</thead>
<tbody>
<tr>
<td>I further certify that, based on documents submitted to this department...</td>
<td>Berdasarkan atas dokumen yang dilampirkan ke Dinas Pendudukan dan Catatan sipil, Sdr. …</td>
<td>Berdasarkan atas dokumen yang dilampirkan kepada Dinas Pendudukan dan Catatan sipil, Sdr. …</td>
</tr>
<tr>
<td>Intends to marry....INDONESIA national and holder of identity card/passport</td>
<td>Berkehendak untuk Menikahi Sdri. …Warga Negara Indonesia, dengan nomer Identitas passport …</td>
<td>Berkehendak untuk Menikahi Sdri. …Warga Negara Indonesia, dengan passport sebagai identitas diri bernomor…</td>
</tr>
<tr>
<td>-This certificate of marital status shall be valid for 150 days after issuance thereof and shall</td>
<td>Surat Tentang Status Perkawinan ini berlaku selama 150 hari, sejak diterbitkanya surat dan tidak berlaku setelahnya.</td>
<td>Surat Tentang Status Perkawinan ini berlaku selama 150 hari, sejak diterbitkanya surat dan tidak berlaku setelahnya.</td>
</tr>
</tbody>
</table>

The writer used “literal techniques” in this paragraph, because it is suitable to apply in this paragraph.
<table>
<thead>
<tr>
<th>English</th>
<th>Malay</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>be deemed invalid at the expiration of said period.</td>
<td>Surat ini diterbitkan oleh Dinas Kependudukan Dan Catatan Sipil, Kementrian Dalam Negeri Malaysia dengan tujuan untuk Menikahi Pasangan yang berbeda Kewarganegaraan.</td>
<td>The writer used “literal techniques” in this paragraph, because it is suitable to apply in this paragraph.</td>
</tr>
<tr>
<td>-This certificate is issued by National Registration Department of Malaysia for the purpose of MARRIAGE WITH FOREIGNER.</td>
<td>Surat ini diterbitkan oleh Dinas Kependudukan Dan Catatan Sipil, Kementrian Dalam Negeri Malaysia dengan tujuan untuk Menikahi Pasangan yang berbeda Kewarganegaraan.</td>
<td>The writer used “literal techniques” in this paragraph, because it is suitable to apply in this paragraph.</td>
</tr>
</tbody>
</table>
Based on table 3.2, the translation techniques for this document is literal translation. There are several terms in English that we can found the equivalences in Bahasa Indonesia as target language. So those, the writer find it easier to translating this document. Before final process of translation it can be seen that the writer has changed several sentences to adjust in Indonesian structure, to make it sounds natural by Indonesian reader.

The elaboration of translation process of statement of marital status, are:

- Text comprehension
  
  There were a lot of terms in this document which were difficult to translate in Bahasa Indonesia, Such as; National Registration Department Malaysia, Ministry of Home Affairs, and Federal Government Administrative Centre. The terms above were difficult to find in Indonesian language. Therefore, the equivalencies of each term had to be appropriate and accurate in target language. Text comprehension was really matter in this document.

- Rearranging
  
  The sentences in source text were appropriate either diction or grammatical. Therefore, there was no rearranging process in this document.
- Translating

This document was written in English and it was not easy to transform the meaning of the text into Bahasa Indonesia as target language. Text comprehension is very needed in translating this document.

- Translation Revision

The last phase of this process was easier than previous document. There are no bad sentences in target language which is not appropriate in Indonesian structure. The reference of this document was based on KBBI (Indonesian Dictionary) which had been used to help in adjusting sentences, diction, and vocabulary and grammatical in Bahasa Indonesia.
D. The problem faced in the translation process

There are some difficulties during job training in UPT-P2B. However, the most often difficulties are translating Indonesian into English.

- Lack of Experience in Translating Official Documents
  The lessons that have been learned in classroom are totally different when translating official documents. Most of the materials in classroom were about how to translate English to Indonesian or vice-versa of narrative and descriptive text. The process of official documents translation more demands on accuracy, acceptability and readability than any other translation process, such as; abstract, death certificate, certificate of graduation, and academic transcript which are not taught in classroom. For that, the writer found it difficult when facing this official document for the very first time of job training.

- Lack of Theory Comprehension
  The writer felt that translation material in diploma program was still far from expectation because it was only learned in 4th and 5th semester. Another problem that was faced in translation process is that he did not know numerous idioms in English.
- Difficulty in checking revision and diction of text

There are still revisions needed in the translated text regarding grammar and diction. The most difficult activity was revising the translated text.

E. The Solutions regarding problems faced

- Lack of experience in Translating official documents

The writer searched it on the internet network and there are some books or articles that related to the subject of translation. The references shall be appropriate in official documents translations.

- Lack of Theory Comprehension

In this case, the internet networks are very helpful. The search engine such as www.google.com was very useful device to help to find the translation theory.

- Difficulty in checking revision and diction of text

The writer’s colleagues were so helpful to solve this problem before we finally asked job training supervisor if we found difficult words. So, if there are some mistakes regarding revision, the writer would prefer to discuss it first and then re-write the translation.