CHAPTER III

JOB TRAINING RESULT

A. Description of the Institution

1. General Description of UPT P2B of Sebelas Maret University

UPT P2B of Sebelas Maret University (The Technical Implementation Unit of Language Service and Development) is one of the units in Sebelas Maret University handling problems of language service and development. UPT P2B of Sebelas Maret University provides various foreign language courses, namely English, French, Japanese, Mandarin, Dutch, and German, and translation services not only for the internal community of Sebelas Maret University, but also for general public. It also provides foreign language tests such as TOEFL, TOEIC, IELTS, and HSK.

2. Brief History of UPT P2B of Sebelas Maret University

UPT P2B of Sebelas Maret University was first established as a non-structural institution named Unit Pelayanan dan Pengembangan Bahasa (UP2B) with Rector’s decree on October 7\textsuperscript{th}, 1989. In the early period, UP2B received assistance from International Development Program (IDP) of Australian Universities and Colleges and all the activities were centered in Faculty of Letters on English Program with simple facilities and limited management.
UP2B started to own its building since May 1990. The building had 7 classrooms, 1 staff room, 1 chairman room, 1 language laboratory, and 1 room designed for resource center.

Through the Rector’s decree on May 5th, 1992, UP2B was set as Unit of Technical Implementation of Service and Development of Language (UPT P2B of Sebelas Maret University), whose services are not just focused on internal community of Sebelas Maret University, but also for general public. It also began to cooperate with domestic and foreign universities in seminars, workshops, and language trainings.

In July 1999, UPT P2B of Sebelas Maret University had a new three-storey building covering 1050 m² of land area. This building had 8 classrooms, 3 language laboratories, 1 auditorium, 1 studio room, 1 administrative room, 1 lecture room, and 1 resource center room. With the new rooms, UPT P2B of Sebelas Maret University could give more optimal language services to the society.

3. Facilities at UPT P2B of Sebelas Maret University

1. Language Laboratory

UPT P2B of Sebelas Maret University has three (3) language laboratories equipped by digital devices.

- Language laboratory 1 has listening booths and master control. It also has air conditioners, television, video player and VCD player.
• Language laboratory 2 has listening booths and 1 master control as well as the computer. It also has air conditioners, televisions, and VCD player.

• Language laboratory 3 has internet-access computers with master control as well as the computer. Language laboratory 3 is designed as multimedia laboratory

2. Classroom

UPT P2B of Sebelas Maret University has 8 air-conditioned classrooms with supporting facilities such as OHP, OHP Plus, Proxima LCD, screen, and sound system.

3. Auditorium

UPT P2B of Sebelas Maret University has an air-conditioned auditorium room with chairs located at the third floor of the UPT P2B of Sebelas Maret University building. This room covers an area of 210 m². It has functions for holding seminar, workshop, training, meeting, and TOEFL test.

4. Multimedia Studio

UPT P2B of Sebelas Maret University has multimedia studio functioned to manage and develop P2B website as well as the production of teaching materials, by applying multimedia technology. Materials which have been produced are audio cassettes, audio videos and Compact Discs.
This room is also functioned as TOEIC and TOEFL listening test control room.

B. Job Training Activities as a Translator at UPT P2B of Sebelas Maret University

1. Job Training Description at UPT P2B of Sebelas Maret University

The writer had done job training as a translator from February, 17th 2015 to April, 13th 2015 at UPT P2B of Sebelas Maret University. The writer did job training by translating texts from Indonesian into English translation and from English into Indonesian. After the writer discussed the job training schedule with Mr. Heri as the job training supervisor, the writer decided that the job training schedule was 3 days in a week, on Monday, Wednesday, and Friday. The job training started at 07.30 AM and finished at 04.00 PM.

On the first day and the second day, Mr. Heri explained about all the things that a translator must do before translating a document. Mr. Heri also explained about the cost of the translation work and about the translation brief and contract. On the third day day until the last day of the job training, the writer did job training as a translator with the guidance of Mr. Heri.

2. Service Procedure Which Must be Done by Translator at UPT P2B of Sebelas Maret University

The first step in translating a document is conducting translation brief and giving translation contract to the client. The contract consists of a set of instruction that contains the format of translation work, the allocated time for
finishing the work and the cost of the translation service charged to the client. In translation brief it is explained to the client that it will take about 5 (five) days to finish 1 – 5 pages of translation. If it is more than 5 pages, the time of completion can be further discussed by the translator and the client. There are two types of translation work: Legal document translation and non-legal document translation. Legal document is a text intended for legal purposes and non-legal document is a text intended for personal use. The cost of legal document translation is Rp50.000,00 per page while the non-legal document is Rp30.000,00 per page. If the client wants to get the translation done faster, there will be an additional cost.

After giving the translation brief, both the translator and the client signed a stamped translation contract. Translation contract contains several points that will be agreed by both the translator and the client.

After signing the translation contract, the client pays the down payment to the cashier. On the predetermined day, the client comes again to take the translation. The client will be given 2 copies of the translation, the hardcopy, and the softcopy. If the client wants to have the softcopy, the client should bring a flash disk to have the softcopy of the translation. The last step, the client will pay the rest of the payment to the cashier.

3. Tools Used for Translation Activity During Job Training

During the writer’s job training at UPT P2B of Sebelas Maret University, the writer used several tools to make translation activity easier and more effective. The tools used by the writer are:
1. **Laptop**

   For the writer, laptop was the most important tool in translation activity during the writer’s job training at UPT P2B. Because nowadays translation products take form of printed text or softcopy (Microsoft word, Excel, etc) instead of handwritten text. The writer also used the laptop to open some grammar checker applications and to browse some article on the internet and to help the writer in doing translation activity.

2. **Internet**

   Internet was also very important; it was the source for the writer to do research. Internet was used for searching reference and parallel texts. Mr. Heri gave the writer advice to search in Google. If the translated sentence was incorrect, it would not appear on the Google Search result, and if the translated sentence was correct, it would appear on the Google Search result.

3. **Dictionary**

   Dictionary was another important tool during the writer’s translation activity. Sometimes there were source language words or terms which the writer could not translate. Online dictionaries helped the writer translate the source language words or terms into the target language. The writer used online dictionaries and dictionary for computer because it was more efficient and quicker in looking up
words and terms that the writer wants to translate. The writer usually used Google Translate and Cambridge Dictionary.

4. Achievement During the Job Training as Translator at UPT P2B of Sebelas Maret University

During the writer’s job training at UPT P2B of Sebelas Maret University, the writer translated 15 documents. The translation was both English – Indonesian translation and vice versa. Two of 15 translations produced by the writer were English – Indonesian translations. Thirteen of 15 translations produced by the writer were Indonesian – English translations. The 15 documents translated by the writer are as follows:

1. Certificate of Appreciation issued by Sebelas Maret University, Surakarta (Indonesian – English)

2. Academic Transcript issued by The Christian Religious College of Wiyata Wacana (Indonesian – English)

3. 2 Documents of Certificate issued by Surakarta Polytechnics of Health (Indonesian – English)

4. 2 Documents of Academic Transcript issued by Surakarta Polytechnics of health (Indonesian – English)

5. Certificate issued by Nursing Academy of PKU Muhammadiyah Surakarta (Indonesian – English)
6. Certificate issued by Hospital of PKU Muhammadiyah (Indonesian – English)

7. Abstract entitled “Pengaruh Model Pembelajaran Investigasi Kelompok, Percepatan Pembelajaran Tim, dan Bermain Peran terhadap Keterampilan Menulis Siswa Sekolah Dasar Ditinjau dari Gaya Kognitif”. (Indonesian – English)

8. Marital Status Statement issued by National Registration Department Malaysia, Ministry of Home Affairs, Marriage and Divorce Division. (English – Indonesian)

9. Academic Transcript issued by Sebelas Maret University Surakarta (Indonesian – English)

10. Academic Transcript issued by The Health Science College of PKU Muhammadiyah Surakarta (Indonesian – English)


12. Abstract entitled “Desain Program Pendidikan Kewirausahaan Generik di Perguruan Tinggi”. (Indonesian – English)

13. Abstract entitled “Analisis Penalaran Hakim dalam Putusan Praperadilan (Studi Kasus di Pengadilan Negeri Kelas 1A Khusus Surakarta Tahun 2011-2012)”. (Indonesian – English)

15. Abstract entitled “Kontribusi Pemberian Kredit, Kemampuan Manajerial dan Diferensiasi Produk terhadap Tingkat Pendapatan UKM di Kota Madiun”. (Indonesian – English)

C. Translation Process of English-Indonesian Translation During the Job Training in UPT P2B of Sebelas Maret University.

During the writer’s job training in UPT P2B of Sebelas Maret University, the writer translated 15 documents through 3 stages of translation process in translating the documents from Indonesian to English and vice versa in order to make the translation accurate, acceptable, and readable. In this final project the writer only provide one example of English-Indonesian translation which is the translation of an abstract entitled “Optimization of Solar Updraft Tower by Dimensions and Using Heliostat Designed based on Sabha City” from English into Indonesian. The translation stages done by the writer are as follow:

a. Source Language Text Analysis

First, the writer analyzed and read the whole text which would be translated. By reading the source text, the writer could find some confusing or difficult words and terms. In the abstract entitled
“Optimization of Solar Updraft Tower by Dimensions and Using Heliostat Designed based on Sabha City” the writer found five difficult words and terms. The first term was the term “solar updraft tower”. The second term the term “by the dimensions”. The third one, the writer had difficulties in the word “heliostat”. The fourth was the term “CFD”. The last one was the term “by changing tilt angle”. In reading activities, the writer not only read the whole text, but also had to understand the meaning and the structure of the source language text. By analyzing and reading the whole text, translation process could be done more easily since the writer could identify the meaning, the structure, and the purpose of this text.

b. Transfer

After reading, analyzing, and understanding the meaning and the structure of the source language text, the writer translated the text. The tools that the translator used are "Kamusku” Android application for word-per-word translation, Google Translate for word-per-word translation and sometimes sentence translation, and Google Search for finding the meanings of the words. Sometimes the writer used Cambridge Dictionary as well to find the meaning of words. Based on source language text analyzes done by the writer in the previous stage, the difficulties were in the term “solar updraft tower”, the term “by the dimensions”, the word ”heliostat”, the term “CFD”, and the term “by changing tilt angle”. To translate the term “solar updraft
tower” the writer did research on Google, and the writer found that most of people translate the term ”Solar Updraft Tower” into “Pembangkit Listrik Tenaga Thermal Surya” which is more acceptable with the concept of “updraft tower”. Finally the writer decided to translate the term “solar updraft tower” into “Pembangkit Listrik Tenaga Termal Surya”. The writer changed the word “thermal” into “termal” which matches with KBBI (Indonesian Dictionary).

To solve the problem in translating the term “by the Dimensions” the writer asked Mr. Heri. Mr. Heri gave the writer some advice, and finally the writer decided that the appropriate translation of the term “by the Dimensions” is “Menurut Dimensinya”.

The writer still could not find the equivalent term for the word “Heliostat” in the target language, so the writer borrowed the word “Heliostat” from the source text.

To solve the problem with the term ” CFD” the writer did some research in Google and the writer found that the term “CFD” is an abbreviation of the word for Computational Fluid Dynamic. So that the writer translated the term “Computational Fluid Dynamic” into “Dinamika Fluida Komputasi”.

And the last one, to translate the term “by changing tilt angle”. The writer did more research. Finnaly the writer decided to translate
the term “by changing tilt angle” into “dengan mengubah sudut kemiringan”.

c. Restructuring

In the last stage, the writer restructured the draft of the translation. The writer also needed to consider the language variation to define the language style according to the type of the translated text. The writer did not find any difficulties since the text could be translated easily without drastically modifying any phrase or sentence.

D. The Problems and The Solutions That the Writer Encountered During the Job Training in UPT P2B of Sebelas Maret University

During the writer’s job training as a translator at UPT P2B of Sebelas Maret University, the writer faced some problems in translating document. The problems faced by the writer are as follows:

1. Lack of Experience

The writer had a lot of difficulties when translating legal document, one of which was lack of experience. During the translation class especially in the fourth and fifth semester, the writer just practiced translating descriptive text, narrative text, and procedure text. The writer had not ever practiced translating legal document. There are a lot of differences between translating non-document (descriptive text, narrative
text, and procedure text) and legal document. The negative impact for the
writer was the writer had difficulties in translating legal document.

Solution:

The solution was the writer always asked job training supervisor,
Mr. Heri, to help the writer solve the problem when the writer had
difficulties in translating legal document. The writer was also searched for
the examples of legal document on internet as references in translating
legal document in order to solve the writer’s problem.

2. Lack of Translation Theory Comprehension

The writer’s another problem deals with concept of techniques,
methods, and types of translation. The writer did not understand about
these things at all. During the translation class especially in the fourth and
fifth semester, the writer translated the text from English into Indonesian
or from Indonesian into English without considering the techniques,
methods, and types of translation.

The lack of translation theory comprehension made the writer’s
translation incorrect, especially in terms of grammar and tenses.

Solution:

The solution was the writer tried to read some articles on the
internet and read some books related to the theory of translation during the
job training to help the writer understand the techniques, methods, and
types of translation. Mr. Heri also gave the writer more understanding
about the theory of translation.
3. Internet Connection Problems

During the writer’s job training in translating legal document in UPT P2B, the writer needed internet connection to use online dictionary such as Google Translate and Cambridge Online. The writer also needed internet connection because the writers had to have a lot of references. On the first week in the writer’s job training Mr. Heri gave advice to use Google Search if the writer was confused about the source language words, terms or sentences, for example “solar updraft tower”. During the job training the writer usually used Wi-Fi connection provided by UPT P2B. Unfortunately, the writer’s laptop couldn’t connect to the Wi-Fi because the Wi-Fi experienced trouble. It made the writer unable to use Google Translate, Google Search and Cambridge Online. When the writer’s laptop couldn’t connect to the Wi-Fi, the writer couldn’t use internet connection to find references, and to open Google Translate, Google Search and Cambridge Online website.

Solutions:

The solution was when the writer did job training at UPT P2B, the writer always carried printed dictionaries in case if the Wi-Fi experienced trouble. The writer also used online dictionary in the writer’s phone. The other solution was asking Mr. Heri when the writer couldn’t translate some words or terms.