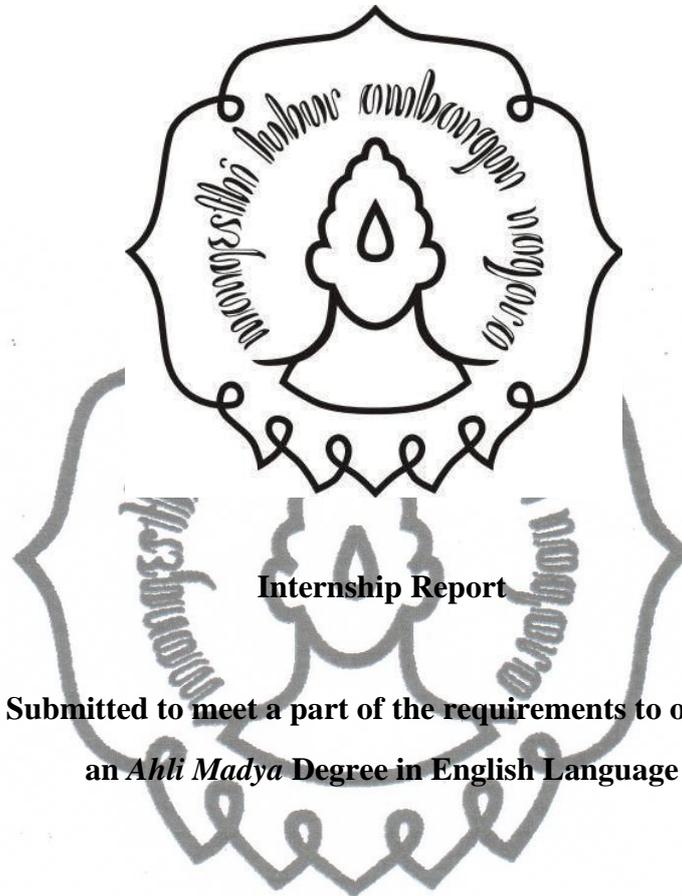


**Translating Documents at Cabinet Secretariat of the Republic of Indonesia**



**Internship Report**

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

**By**

**Evi Khoirun Nisa**

**B3115023**

**English Diploma Program  
Faculty of Cultural Sciences  
Universitas Sebelas Maret  
Surakarta**

**2018**

**APPROVAL**

The undersigned below has approved that this internship report is ready for examination. All the contents in this report, however, is solely my responsibility.

Title of internship report:

**Translating Documents at Cabinet Secretariat of the Republic of Indonesia**

Name of Intern:

**Evi Khoirun Nisa, B3115023**

Surakarta, March 2018

Internship Supervisor



**Karunia Purna Kusciati S.S., M.Si.**

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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, Universitas Sebelas Maret.

Title of Internship Report:

**Translating Documents at Cabinet Secretariat of the Republic of Indonesia**

Name of Intern:

**Evi Khoirun Nisa – B3115023**

Date of Examination:

## Board of Examiners

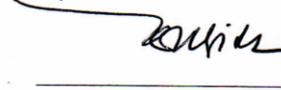
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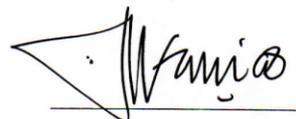
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## ACKNOWLEDGMENT

First and foremost, I would like to express my biggest praise to the Almighty God, Allah SWT, who has given me blessing with the strength and patience to finish my internship report after all the challenges and the difficulties that I had to face. This report could not be done without the support from important people around me. Therefore, I would like to send my sincere gratitude to those who have supported me during the writing of this report:

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2. **Agus Dwi Priyanto, M.CALL.**, as the head of English Diploma Program.
3. **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.
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10. **My friends from English Diploma Program**, for the unforgettable memories that they had spent with me for the past three 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, March 2018

*commit to user*

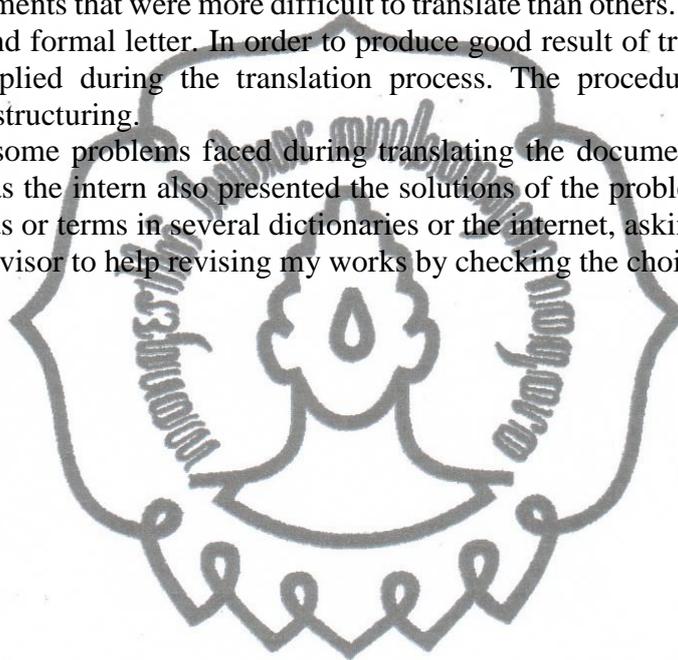
**Evi Khoirun Nisa**

## ABSTRACT

**Evi Khoirun Nisa, 2018. Translating Documents at Cabinet Secretariat of the Republic of Indonesia, English Diploma Program, Faculty of Cultural Sciences, Universitas Sebelas Maret.**

The objective of this report is to describe the internship activity. This final report was written based on the internship conducted at Cabinet Secretariat of the Republic of Indonesia. It began from January 8, 2018 to January 26, 2018. During the internship program, there was translation activities, it had translated 4 documents: 2 news, speech transcript, formal letter, and made a document resume. Each document had different difficulties. The internship report describes two documents that were more difficult to translate than others. The documents were speech transcript and formal letter. In order to produce good result of translation, there were three processes applied during the translation process. The procedures were analyzing, transferring, and restructuring.

There were some problems faced during translating the documents, such as difficult words and terms. I as the intern also presented the solutions of the problems, such as looking up the difficult words or terms in several dictionaries or the internet, asking help from friends, and asking the supervisor to help revising my works by checking the choice of words.



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