

CHAPTER IV

CONCLUSION

There are several several governments unit in Indonesia. One of them is regional government. Surabaya is one of the city in Indonesia that has city government and it called Surabaya City Government. There are several divisions in Surabaya City Government. One of them is Cooperation Division. Cooperation Division has carried out several tasks of the regional secretary on foreign cooperation, domestic cooperation, and monitoring and evaluating cooperation. In this case, good communication is needed to cooperate and solve some problems, especially in foreign cooperation.

English is necessary for all divisions in government around the world, especially in Cooperation Division . It can help people to do communication with foreign people. There are several functions of communication to cooperate with companies or governments in abroad: informing, persuading, and engaging colleagues. Therefore, English is an important language or key international language for inter-governmental relations, especially in foreign cooperation. It interests the writer in doing the internship there.

The writer did the internship as an assitant in Cooperation Division from 16 January to 17 February 2017. The writer got a lot of useful knowledge and experiences in the workplace during her internship. Besides that, the writer also got new knowledge as an assistant. The writer learned many things as an assistant, such as translating, sending email, and attending the meeting with foreign

ambassador. So, the tasks would become worthy and done very well. There were several problems experienced by the writer in translating the letter and duplicating some letters. Fortunately, the other staffs always gave advice and guidance to the writer. So she could make clear the problem and make a good job.

Doing the internship in the Cooperation Division, Surabaya City Government, the writer feel proud and grateful because the writer has obtained valuable experience during her internship. The writer recommend Cooperation Division, Surabaya City Government as a place to do internship for anyone who wants to do internship and interested in cooperation. Moreover, the writer suggests that Cooperation Division, Surabaya City Government keep accepting the other who want to do internship there. In addition, to English Diploma, the writer suggests that it will make corporation with Cooperation Division, Surabaya City Government.