

CHAPTER IV

CONCLUSION

English is an important language that functions as a communication tool. English is a second language to compete in ASEAN Economic Community. Nowadays, English can be very useful in AEC because people can communicate and make some business deals smoothly. Moreover, it can produce a smooth cooperation. Smooth cooperation will benefit both parties. Smooth cooperation need agency to manage them all. That is Administrative Bureau of Cooperation.

The writer was on the internship from January 16th to February 17th, 2017 as staff of cooperation of foreign affairs in Administrative Bureau of Cooperation. This building is at Jalan Jimerto 25-27, Surabaya. The writer had a job as a staff of cooperation of foreign affairs with eight and half hours of working. One hour during working hours is for lunch and prays. The writer was to be able to translate any script in English or Indonesian, help the other staff's work, joins business meeting and receiving foreign guests.

From this internship, the writer has learned more about discipline, the writer had to come on time during her working time. Communicate with people from various background was also learned by the writer during the internship. The writer had some problem during her internship but she could find the solution. The writer was also needed to adapt to workplace that contain many people in there. The writer has realized that not all subjects were taught during college not use in her internship. But some subjects are related, beneficial and very helpful.