

TABLE OF CONTENTS

STATEMENT OF ORIGINALITY	ii
APPROVAL	iii
BOARD OF EXAMINERS RATIFICATION	iv
GUIDELINES TO USE THE FINAL REPORT	v
ACKNOWLEDGEMENT.....	vi
ABSTRACT	viii
TABLE OF CONTENTS.....	ix
LIST OF TABLES	xii
LIST OF FIGURES	xiii
LIST OF APPENDICES	xiv
CHAPTER 1	1
INTRODUCTION.....	1
1.1. Background of the Report	1
1.2. Statements of the Problems	3
1.3. Limitation of the Report.....	3
1.4. Objectives of the Report.....	4
1.5. Significance of the Report.....	5
1.5.1. For the writer	5
1.5.2. For English Diploma Program	5
1.5.3. For MainKata Translation Studio.....	5
1.5.4. For other interns	6
CHAPTER 2	7
REVIEW OF RELATED LITERATURE.....	7
2.1. Translation Methods.....	7
2.1.1. Word-for-word Translation	7
2.1.2. Literal Translation	8
2.1.3. Faithful Translation	8
2.1.4. Semantic Translation	9
2.1.5. Adaptation	10
2.1.6. Free Translation.....	10
2.1.7. Idiomatic translation.....	11
2.1.8. Communicative Translation	11
2.2. Translation Strategies	12

2.2.1. Transference	12
2.2.2. Naturalization	13
2.2.3. Cultural Equivalent.....	13
2.2.4. Functional Equivalent.....	14
2.2.5. Descriptive Equivalent	14
2.2.6. Synonym.....	15
2.2.7. Through-translation	15
2.2.8. Transposition	15
2.2.9. Modulation	16
2.2.10. Recognised Translation	16
2.2.11. Translation Label.....	17
2.2.12. Compensation	17
2.2.13. Componential Analysis	17
2.2.14. Reduction and Expansion	18
2.2.15. Paraphrase	18
2.2.16. Equivalence and Adaptation.....	19
2.2.17. Couplet	19
2.2.18. Notes.....	19
2.3 Agreement Letter.....	20
CHAPTER 3	21
METHODOLOGY.....	21
3.1. Location and Participant.....	21
3.2. Data Collection.....	22
3.2.1. Observation	22
3.3. Data Analysis	22
3.4. Framework of the Report.....	23
CHAPTER 4	24
RESULTS AND DISCUSSION	24
4.1. Description	24
4.1.1. The Method in Translating Agreement Letters	24
4.1.2. The Strategies in Translating Agreement Letters.....	28
4.2. Obstacles	39
4.2.1. Obstacles in determining the methods to translate agreement letters	39
4.2.2. Obstacles in determining the strategies to translate agreement letters	43
4.3. Added Values	47
4.3.1. Added values of determining the methods to translate agreement letters	47
4.3.2. Added values of determining the strategies to translate agreement letters	48
4.4. Related Courses.....	49

4.4.1. Introduction to Translation.....	49
4.4.2. Indonesian-English Translation.....	50
4.4.3. English-Indonesian Translation.....	50
4.4.4. Formal Document Translation.....	51
4.4.5. Genre-based Writing	51
4.4.6. Academic Writing	51
4.4.7. Advanced Structure	52
CHAPTER 5	53
CONCLUSION AND SUGGESTION	53
5.1. Conclusion.....	53
5.2. Suggestions.....	56
5.2.1. Suggestion for MainKata Translation Studio.....	56
5.2.2. Suggestion for English Diploma Program.....	57
REFERENCES	58
APPENDICES	60
BIOGRAPHICAL SKETCH	85

LIST OF TABLES

Table 1. Triangulation of Data Collection Techniques	23
Table 2: Examples of faithful translation.....	26
Table 3: Examples of faithful translation by Hartono.....	27
Table 4: Example of transference	30
Table 5: Examples of naturalization	31
Table 6: Example of descriptive equivalent.....	32
Table 7: Examples of synonym.....	34
Table 8: Example of through-translation	35
Table 9: Example of transposition	36
Table 10: Example of paraphrase.....	37
Table 11: Example of couplets.....	39
Table 12: Examples of literal and faithful translation.....	41
Table 13: Distributor Agreement (Method)	66
Table 14: Policy Wording (Method)	69
Table 15: Distributor Agreement (Strategies).....	72
Table 16: Policy Wording (Strategies).....	75

LIST OF FIGURES

Figure 1: Internship acceptance letter	60
Figure 2: Internship assessment letter	61
Figure 3: Internship daily activity sheet.....	62
Figure 4: Certificate of completion	63
Figure 5: The writer was translating a text during her internship.....	83
Figure 6: The staff workspace of MainKata Translation Studio.....	83
Figure 7: The writer and her colleague were supervised by the supervisor.....	84
Figure 8: The writer with the director and staff of MainKata Translation Studio	84

LIST OF APPENDICES

- APPENDIX 1: Internship acceptance letter
- APPENDIX 2: Internship assessment letter
- APPENDIX 3: Internship daily activity sheet
- APPENDIX 4: Certificate of completion
- APPENDIX 5: Data analysis (Faithful Method)
- APPENDIX 6: Data analysis (Translation Strategies)
- APPENDIX 7: Translated agreement letters
- APPENDIX 8: Pictures