

# CHAPTER 1

## INTRODUCTION

### 1.1. Background of the Report

Currently, there are a lot of Indonesian companies cooperating with other companies. The cooperation generally aims to improve the companies' quality and expand their business areas. However, in this modern era that relies on technology, those companies do not only involve the domestic companies, but they have also started to call for foreign companies.

In conducting the cooperation, they surely do not only require direct meetings between the parties, but also written documents and letters, such as agreement letters. Siregar (2017) stated that the written letters can help the cooperation to be more planned, permanent, and binding on the relevant parties. Kay (as cited on Siregar, 2017) also revealed that those letters are the types of legal text which are usually written in a very functional and formal way, such as any legal texts in general, and aim to place information based on what is written in the text to the relevant parties.

Unfortunately, almost every country has a different language. It becomes the biggest obstacle in conducting cooperation between countries and setting down the agreement letters. In fact, the agreement letters must be understood and implemented by the parties from different countries included in the cooperation. In this case, translation is the most effective way to solve the problem of language

differences among countries. The role of translation is very important to exchange any information among countries.

According to Newmark (1988), translation is the process of changing the language of a text into another language without altering the meaning of the original text. By this definition, it can be concluded that translation for agreement letter means a process of changing the original language of agreement letter into another language without altering the meaning of the original text. Translation for agreement letters is a crucial matter to be carried out to make the relevant parties completely understand the content of the agreement letters. Therefore, they will not misinterpret the context of the text. Translation for agreement letters can also help the relevant parties from different countries can effectively conduct the cooperation.

MainKata Translation Studio is one of Indonesian translation companies located in Sidoarjo, East Java. This company receives a wide variety of documents, including agreement letters, to be translated from English to Indonesia and vice versa. This company has helped numerous clients from across the region in Indonesia to translate agreement letters that bind local companies with foreign companies for cooperation purposes.

MainKata Translation Studio applies a principle to its translators to be able to produce a clear and understandable translation to the target readers in Indonesia, especially for agreement letters. The translators are responsible to overcome the difficulties occurred due to the language differences between parties

from different countries. However, the translators cannot simply translate the agreement letter from the source language to the target language. It is because agreement letters are part of legal text which has a complex language style. According to Siregar (2017), legal texts are vulnerable to different interpretations arising from different parties who are read them. Siregar also stated that the legal texts can be very ambiguous, even the members of legal professions are aware of this problem. Therefore, the writer wanted to write a report about "The Methods and Strategies Used in Translating Agreement Letters in MainKata Translation Studio".

## **1.2. Statements of the Problems**

The problems of this report are as follows:

- a. What translation methods were used in translating agreement letters?
- b. What translation strategies were used in translating agreement letters?

## **1.3. Limitation of the Report**

The limitations that the writer encountered are as follows:

- a. Access to data. The writer could not gather all the data that the writer wanted for this report. It was because the writer could not access the data by herself. The writer could only request for the data she required for this report to the supervisor or his staff.

- b. Lack of time. The writer had limited number of data to be included in this report. It was because the writer did the internship for only 1.5 months and it was not long enough to collect more data.
- c. Data collection. The writer could only include two data in this report since her supervisor only allowed her to used two data. It was because the data were confidential documents, which there were the names and addresses of the clients, institutions, and organization covered in the data that could not be widely spread.
- d. Method. The writer only conducted an observation during the internship. The writer did not conduct some interviews since the writer usually received the data directly from her supervisor and the staff. The writer only needed to record and summarize the data that should be included in this report. The writer also consulted with the supervisor regarding the results of the writer's translation during the internship.

#### **1.4. Objectives of the Report**

The objectives of this report are as follows:

- a. To discover the translation methods used in translating agreement letters.
- b. To discover the translation strategies used in translating agreement letters.

## **1.5. Significance of the Report**

### **1.5.1. For the writer**

This final report is expected to be beneficial for the writer in:

- a. Gaining more knowledge and ability in translating legal documents, especially agreement letters, from English (source language) to Indonesian (target language).
- b. Applying the translation courses properly during the internship.
- c. Gaining new experiences and knowledge in a real work field that the writer had never obtained during lectures.

### **1.5.2. For English Diploma Program**

This final report is expected to be beneficial for English Diploma program in:

- a. Building a positive relationship between English Diploma Program and the company where the writer did her internship, MainKata Translation Studio.
- b. Helping other students in gaining knowledge and ability about how to translate legal documents, such as agreement letters.
- c. Helping other students who want to do their internship in a translation company to be more prepared.

### **1.5.3. For MainKata Translation Studio**

This final report is expected to be beneficial for MainKata Translation Studio in:

- a. Managing the translation quality of various kinds of legal documents in MainKata Translation Studio.

- b. Introducing MainKata Translation Studio as a reference for internship or work for other students in English Diploma Program.
- c. Using this report as a guide for translating legal documents, especially agreement letters, from English to Indonesian in the future.

#### **1.5.4. For other interns**

This final report is expected to be beneficial for other interns in:

- a. Gaining more knowledge and ability in applying translation methods and strategies to translate legal documents.
- b. Getting an overview of the process of translating legal documents.
- c. Using this report as a guide for translating legal documents from English to Indonesian.