

TABLE OF CONTENT

TITLE PAGE	i
ADVISOR'S APPROVAL PAGE	ii
SIGNATURE PAGE	iii
DEDICATION PAGE	iv
TABLE OF CONTENT	v
TABLE OF FIGURES	viii
ACKNOWLEDGEMENT	ix
CHAPTER I	1
INTRODUCTION	1
CHAPTER II	6
COMPANY PROFILE	6
2.1. Company History	6
2.2. Vision and Mission	7
2.2.1 Vision	7
2.2.2 Mission	7
2.3 Organization Chart	8

2.4 Jobs and Responsibilities.....	9
2.4.1 Chief Department of Technical Implementation Unit.....	9
2.4.2 Sub Division of Administration Staff.....	9
2.4.3 Sub Unit Collection and Education Staff	9
2.4.4 Sub Unit Conservation and Preparation Staff.....	10
2.4.5 Maintenance and Cares Staff	10
2.5 Services and Products.....	10
2.6 Location and Contacts.....	12
CHAPTER III	13
JOB ANALYSIS.....	13
3.1 Job Description	13
3.2 Job Performance	14
3.2.1 Main job.....	15
3.2.1.1 Tour Guide	15
3.2.1.2 First Chance of Guiding Elementary School Student	16
3.2.1.3 Guiding Other Visitors.....	18
3.2.1.4 Guiding Foreign Tourist	19
3.2.2 Other Jobs.....	22

3.2.2.1 Organizing the list for New Collection of <i>Theodolite</i> and SafeBox	22
3.2.2.2 Counting The Number of School Visits	22
3.2.2.3 Translating text of the collection of Weapons.....	23
3.2.2.4 Work as Frontliner	23
3.3 Supporting Subject	23
3.3.1 Structure.....	23
3.3.2 Speaking.....	24
3.3.3 Pronouncation	24
3.3.4 Practice in Translation	24
3.3.5 Public Speaking.....	24
3.3.6 Cross Cultural Understanding	25
3.3.7 Etika Kepribadian.....	25
3.3.8 Computer Application	25
3.3.9 English for Office Management	25
3.3.10 Writing	25
3.3.11 English for Hotel and Tourism.....	25
CHAPTER IV	27
CONCLUSION.....	27
REFERENCES	29

BIOGRAPHICAL SKETCH.....	30
APPENDICES	31
The Certificate of Internship.....	31
Assessment Form.....	32
The Manual Book of Tugu Pahlawan and Museum Sepuluh November	33
Photos	34

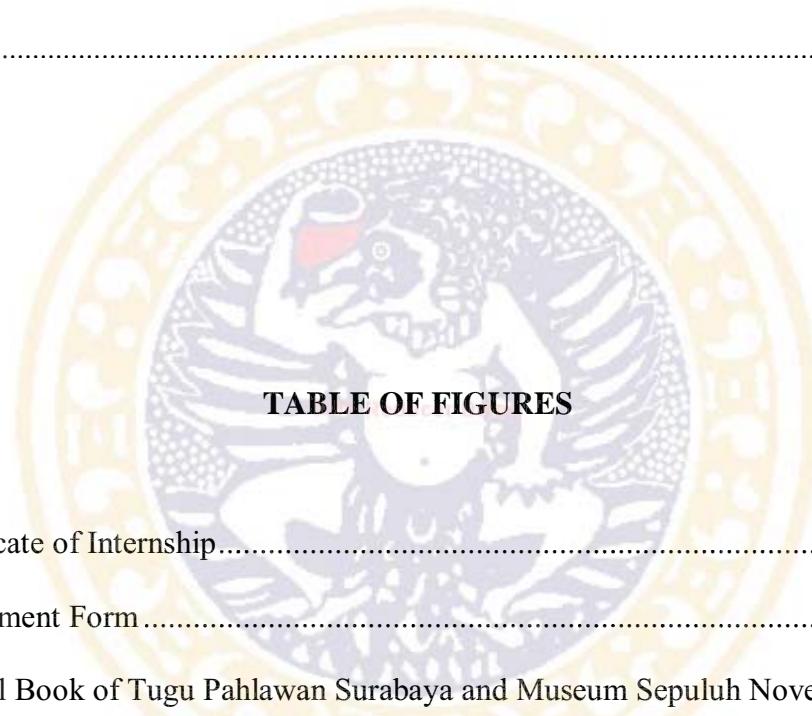
**TABLE OF FIGURES**

Figure 1 Certificate of Internship.....	31
Figure 2 Assessment Form.....	32
Figure 3 Manual Book of Tugu Pahlawan Surabaya and Museum Sepuluh November ...	33
Figure 4 Guiding A Group of Kindergarten Students.....	34
Figure 5 Guiding A Group of Elementary Students	35
Figure 6 The Writer and His Supervisor	36