

## CHAPTER IV

### CONCLUSION

There are several regional government in Indonesia, one of which regional government is Surabaya City Government. Surabaya City Government itself has several division, one of those is Cooperation Affairs Division. Surabaya City Government has a duty to organize the interests and welfare also has widened the cooperation between regions within a country. Cooperation Affairs Division consist of Domestic Cooperation Affairs, Control and Evaluation Affairs and Foreign Evaluation. In this case, good communication is needed in Cooperation Affairs Division and English is necessary for communicate, especially in foreign cooperation.

The writer did the internship for five weeks, starting from 20<sup>th</sup> February to 20<sup>th</sup> March. As an assistant, the writer did the task such as duplicating the paper, translating the data, scanning the paper, participating to welcome the delegation of Busan, and organizing the application letter. The writer felt glad to have an opportunity to do the internship in Cooperation Affairs Division. The staffs were friendly and helpful. When the writer could not understand the task that given by them, they would give guidance to do it.

The writer did her internship at Cooperation Affairs Division for five weeks. The writer got many experiences in the office and government world. The writer feel grateful because the writer has obtained valuable experience during her internship. She could apply the subject that support the internship, such as

listening, translating, speaking and the most important subject was structure. The writer recommend Cooperation Affairs Division in Surabaya City Government as a place to do internship because. The writer could learn from the duties that given by the staff and it is very useful.