

CHAPTER IV

CONCLUSION

The writer did her internship in Cooperation Affairs Bureau Office for 2 months and a half started from 14th January to 22nd March 2013. The writer concludes that Cooperation Affairs Bureau plays an important role in maintaining cooperation and administration, especially those in domestic and foreign, the institution basically plays its roles well in cooperation for the goodness of East Java people.

Cooperation Affairs Bureau has 4 divisions. One of them is Foreign Affairs Division. After done the internship in Cooperation Affairs Bureau East Java for 2 months and a half, especially in foreign affairs division, the writer can conclude that internship is very beneficial. The writer got new knowledge and incredible experiences. The writer also got many new friends from other university. The writer was very lucky did her internship there, where she find a new family and the second home. The officers are also smart, friendly, and welcome everybody who visits Cooperation Affairs Bureau.

During the internship, the writer learned many things that she never knew before. The writer understood the adjustment way in a new workplace. She had to know what the characteristic of each other officers. It made the writer became more tolerant to other people. She also try hard on applying her English skill to do her work. She learned many kind of formal and informal letter. In addition, the writer learned to be patience when working under pressure.

The writer was so impressed with all experiences during internship. Although there were many problems, the writer still gets many positive things. The writer learned that in a work environment good ability and good personality are very important. A good personality will help us to be more patience to solve many problems.

However, some improvements are still necessary. The officers' English proficiency also needs serious consideration because not all of the officers come from English Department who has mastered English very well. This is in order to avoid obstacles in having communication with foreign partners. The writer also had some recommendations for English Department. In the writer opinion, this department should give more attention on some subjects, such as practice in translation and business correspondence beside the language skill.

The writer hopes that institution will get the benefit from this internship because there is a chance for mutual cooperation between the writer and the institutions or companies in the future.