

**A FINAL REPORT**  
**THE PROBLEM SOLVING OF CREATING LEGAL**  
**DOCUMENT TRANSLATIONS AT MARINE REGION V**  
**PT. PERTAMINA PERSERO SURABAYA**

**Presented in partial fulfilment of the requirement for the Diploma Degree in English**  
**Language**



**By**

**Yanuar Ramdhani**

**Student Number: 151611813013**

**Major: Business Communication**

**ENGLISH DIPLOMA PROGRAM**

**FACULTY OF VOCATIONAL EDUCATION**

**UNIVERSITAS AIRLANGGA**

**2019**

**A FINAL REPORT**  
**THE PROBLEM SOLVING OF CREATING LEGAL**  
**DOCUMENT TRANSLATIONS AT MARINE REGION V**  
**PT. PERTAMINA PERSERO SURABAYA**

**Presented in partial fulfilment of the requirement for the Diploma Degree in English**  
**Language**



**By**

**Yanuar Ramdhani**

**Student Number: 151611813013**

**Major: Business Communication**

**ENGLISH DIPLOMA PROGRAM**

**FACULTY OF VOCATIONAL EDUCATION**

**UNIVERSITAS AIRLANGGA**

**2019**

**A FINAL REPORT**

**THE PROBLEM SOLVING OF CREATING LEGAL DOCUMENT  
TRANSLATIONS AT MARINE REGION V PT. PERTAMINA**

**PERSERO SURABAYA**

**By**

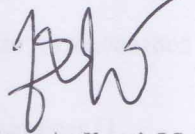
**Yanuar Ramdhani**

**Student Number: 151611813013**

**Approved to be examined.**

**Surabaya, 18 Juni 2019**

**Final Report Advisor**



**Triubaida Maya Ardianti, M.A., M.Pd.**

**NIP. 199007162016033201**

**Coordinator of Study Program**



**Rina Saraswati, S.S., M.Hum.**

**NIP. 197805182007012002**

**ENGLISH DIPLOMA PROGRAM  
FACULTY OF VOCATIONAL EDUCATION**

**2019**

This to certify the Final Report of

**Yanuar Ramdhani**

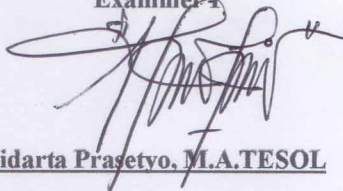
Has met the Final Report requirements Faculty of Vocational Education

Universitas Airlangga

Surabaya, 24<sup>th</sup> June 2019

Board of Examiners

Examiner I



**Sidarta Prasetyo, M.A.TESOL**

NIP. 198407182019031002

Examiner II



**Triubaida Maya Ardianti, M.A., M.Pd.**

NIP. 199007162016033201

Head of Sales Manager



**Widiarso Catur Hartanto H.O.M.T**

## STATEMENT OF ORIGINALITY

I, Yanuar Ramdhani (151611813013), honestly declare that the final report I wrote does not contain the works or parts of the works of other people, except that those cited in the quotation and the references, as a scientific paper should.



Surabaya, 24<sup>th</sup> June 2019

**Yanuar Ramdhani**  
151611813013

## ACKNOWLEDGMENTS

First of all, the writer would like to express all of her gratitude to Allah SWT for the healthiness, mercy, bless and everything that have been received by the writer in entire of his life. The writer also would to thank to people who always cheer his up whenever and wherever by his side for finishing the final report properly and quickly.

1. My Family, especially my mother and father who have been supporting me when I needed them the most.
2. My friends who are always by my side when I was trying to finish the final report.
3. My supervisor, and my work-friends who have guided me during my internship period.

Last but not least, the writer expects this final report can give advantages and usefulness for everyone who reads it, especially for the students who want to accomplish their study at similar major. Due to limited knowledge and distraction, this final report is far from perfect, but any comments and inputs will be a spirit for the writer.

## Table of Contents

STATEMENT OF ORIGINALITY .....	iv
ACKNOWLEDEGMENTS .....	v
CHAPTER I .....	1
INTRODUCTION .....	1
1.1 Background of the Report .....	1
1.2 Statement of Problems .....	4
1.3 Purpose of the Report.....	4
1.4 Significance of the Report.....	4
1.5 Review of Related Literature .....	5
1.5.1 Common difficulties found in translating legal documents .....	5
1.6 Methods of the Report.....	8
1.6.1 Location and Participants .....	8
1.6.2 Data Collection.....	8
1.7 Framework of the Report .....	13
CHAPTER II.....	14
COMPANY DESCRIPTION .....	14
2.1 Company History .....	14

2.2	Organization Charts .....	15
2.3	Locations .....	16
2.4	Products.....	16
2.5	Facilities .....	17
2.6	Programs .....	20
	CHAPTER III .....	22
	DISCUSSIONS .....	22
3.1	Description .....	22
3.1.1	Difficulties that were found in creating accurate legal documents translations in PT. Pertamina.....	22
3.1.1.1	Differences in Terminologies.....	23
3.1.1.2	Finding the most accurate meaning.....	30
3.1.2	Solutions that need to be made in order to create accurate legal documents translations for PT. Pertamina.....	32
3.1.2.1	Solution to Differences in Terminologies .....	32
3.1.2.2	Solution in finding the most accurate meaning.....	37
3.2	Obstacles .....	40
3.3	Added Value.....	42
3.4	Related Courses.....	43



CHAPTER IV .....	45
CONCLUSION AND SUGGESTION .....	45
4.1 Conclusion .....	45
4.2 Suggestion .....	47
4.2.1. Suggestions for the company/ institution. ....	47
4.2.2. Suggestions for D-III English Language. ....	47
<b>REFERENCES</b> .....	48
APPENDIXES .....	51
BIOGRAPHICAL SKETCH .....	61

# CHAPTER I

## INTRODUCTION

### 1.1 Background of the Report

In the globalization era that we are living today, people all over the world are connecting with each other easier with the help of the advancement of technology. Various social media like Facebook, Instagram, Line, and LinkedIn are the examples of instruments which help people connect with each other easier than ever. As stated above, social media is merely the instrument to connect people all over the world, but truthfully, people in different regions of the world have their distinctive language which can become a barrier to communicate. For example, a person from Brazil wants to communicate with a person from Malaysia via Facebook, but both of these people do not understand each other because their respective countries have a different language. According to the case mentioned above, this is where translation takes part to bring solution in breaking the barrier of communication. According to gala-global.org, translation is the transfer of meaning from one language (source) to another (target) language. From the definition stated above, it can be inferred that translation is a process of transferring the meaning of a source-language text to an unequal target-language text. The case mentioned above regarding a person from Brazil who wants to communicate with a person from Malaysia can be solved if one or both of them use translation as a method to deliver what he/she wants to express.

Translation nowadays is very crucial in being used as a tool for communication by people with a different language. It is used in many occasions such as tour-guiding, education, and last but not least, business. In Business, translation is usually used by companies in the marketing department. In order to make the target or the audience with language differences understand each other, the job of translation is required. As stated by Gleeson (2018), marketing is not just an important part of the success of the company. Thus, making the translations of the translators be useful in situations where translators have to make audiences with a different language from the source language understand what the party with source language wants to say or mean. Translation also facilitates the process of marketing because marketing to other countries is made easier if the translation is provided. The work of verbally promoting the product of a company will not reach the full potential if the target or the audience simply does not understand what the company means or wants. According to Speranza (2018), Because of globalization, working with universal customers and clients could easily compare to ever. Companies who apply translations in the process of marketing works are the ones who want to cooperate with companies in other countries with the purpose of promoting and spreading the products or services of their own. In this era of globalization, companies will not be able to develop if they only market the products or services in only one country. One of the ways to market products or services abroad is by cooperating with other companies originating from other countries too.

Besides marketing, translation is also used by companies for translating legal documents. Translation for legal documents is still crucial when the documents come from a company which uses English as its spoken and written language such as South Africa, India, Australia, etc. and the receiver of the contract is not an English-speaking country. The translation has to be spot-on and precise because if the translation of the contract is wrongfully translated even for a slight, one or even both of the companies can be put in danger. According to nobordertranslations.com (2014), accuracy is important in translating legal documents because mistranslated terms or phrases may result in a possible setback to the translator's career and a severe blow to the reputation of the company, not to mention the cost of lawsuits and damage control.

In Indonesia, one of the international companies which use translation in its business is PT. Pertamina. an Indonesian state-owned oil and natural gas corporation based in Jakarta. It was created in August 1968 by the merger of Pertamina (established 1961) and Permina (established 1957). The firm is currently (2013) the second-largest crude oil producer in Indonesia. PT. Pertamina uses translation as the tool in translating contracts of business and it is also where the writer conducts his internship. At PT. Pertamina, the writer is responsible mostly for translating written contracts from English to the target language, Bahasa Indonesia. The responsibility that is given to the writer during his internship at PT. Pertamina is perfect for the writer because the writer wants to apply his knowledge of translation

from college in a real work environment. For the writer, the internship at PT. Pertamina is the best place to do it. The writer is interested to the topic of this final report because he wants to learn and obtain more knowledge regarding translations and how to create an accurate translation that can be useful for the writer in the future.

## **1.2 Statement of Problems**

- 1.2.1 What difficulties that were found in creating accurate legal documents translations in PT. Pertamina?
- 1.2.2 What are the solutions that had to be made in order to create accurate legal documents translations in PT. Pertamina?

## **1.3 Purpose of the Report**

- 1.3.1 To discover the difficulties in creating good translations by PT. Pertamina
- 1.3.2 To find the solutions that need to be made in order to create good translation

## **1.4 Significance of the Report**

In writing this internship report, there are several profits that emerge for some different parties including the writer, alma mater or English Diploma Program, and also PT. Pertamina.

1. For the writer, through the internship program itself, he can apply practical skills during college, able to get experience by working in a real workplace and have a new connection with other people outside the campus.
2. For alma mater, the establishment of a bilateral relationship between *Universitas Airlangga* and PT. Pertamina.
3. For the institution, a good relationship is expected to be built that the writer hopes will last in the future and it is able to facilitate students of English Diploma Program to do an internship at PT. Pertamina.

## **1.5 Review of Related Literature**

### **1.5.1 Common difficulties found in translating legal documents**

According to Recalde (2016), translating consists of a lot more than simply taking a text written in a language and converting the text to a completely different language. In order for it to make sense and flow in a clear and accurately conveyed legal language, the translator must command a deep knowledge of the legal systems referred. It is simply not enough to be simply proficient in two languages to do specialized translations in the legal field. Specialized legal knowledge is an absolute requirement and involves years of study. Numerous skills are at play when you are translating, and legal documents, in particular, demand a lot from the translator. Serious challenges are often faced by translators when assigned a legal project. With

such texts, there is simply no room for error: the smallest of errors can have very serious consequences and can be very expensive for the client.

#### 1. Differences in Terminology

The legal terminologies between the source and target languages often vary widely – this is the standard difficulty faced by legal translators. When translating, the translator must constantly compare the two legal systems of the two languages s/he is tackling.

#### 2. Differences in Culture

The legal language and law of a country reflects its culture. The legal translator must understand the cultural differences of the legal systems of the two societies s/he is addressing in his/her legal translation.

#### 3. Legal Style

All legal languages are distinct languages unto themselves – each is highly specialized with its own style, shaped by the legal traditions and culture of the relevant country.

#### 4. Degrees of Difficulty

The difficulty in translating a legal text depends on the two legal systems owned by the countries referred by the source and target language and the nature of the target and source languages themselves. Legal translations are in some ways more complex than other types of translations, although the translator's specialty should fit the project being translated.

### 1.5.2 Solutions / Requirements needed to create accurate translations for legal documents

Because legal translation is one of the most difficult and complex translation projects to undertake (www.translateday.com, 2018), it is vital that the translator has the following skills:

1. Be fully acquainted with the legal writing style of the target language.
2. Be knowledgeable of the legal systems of the two countries of the source and target languages.
3. Be able to research the legal concept of a term in the source language when the equivalent term in the target language is not obvious.
4. Be acquainted with the original document's terminology.
5. Be capable of, first, decoding the source language text when it is difficult to find an exact translation of a segment of the document, and second, convey the original meaning of the text\_segment in the target language as much as possible.
6. Be fully cognizant of the purpose and intended use of the translated document. This, influences both the translation and the translator's approach to it. The translation's terminology, tone, phraseology, syntax and other aspects of the translation depend on the purpose of the translation.
7. Be detail-oriented and faithful to the meaning and length of the document to be translated. In legal discourse, details are important and should be properly



conveyed in the translation. Translators should not consider cutting text or shortening the number of words that may come across as redundant, as length and repetition are stylistic features of the original legal text and serve a vital purpose.

## **1.6 Methods of the Report**

The following subsection is composed of location and participants, data collection, and data analysis of the case study of the final report.

### **1.6.1 Location and Participants**

The writer conducted the case study on the ground of which his internship program was located, PT. Pertamina (Marine Region V) and involving two staffs of Marine Region V. Both of the participants who help the writer in translating legal documents and conducting the case study are staffs from the Human Resource Department of PT. Pertamina.

### **1.6.2 Data Collection**

Data collection is crucial in helping the writer to finish his research and eventually help him in writing the final report for the requirement of graduation. In conducting data collection, the writer simply used observation and non-structured interview as the techniques to collect the data regarding difficulties in making good translations and the solutions to those difficulties.

#### **1.6.2.1 Non-structured Interview and Observation**

The writer conducted the observation method first in order to investigate the way PT. Pertamina creates translations for the legal documents. Afterwards, the writer then conducted the interview with staffs of Marine Region V at PT. Pertamina. The method is useful in a way to look for more concerning problems and problem-solving possibilities by talking around to other staffs in a more intimate manner. The writer conducted non-structured interviews by asking if the respondents (staffs of Marine Region V of the company) were currently free and were not doing anything at the moment. The writer then was able to ask them some questions in the form of non-structured interviews, hoping that the interview would help him finish his research and data collection. The questions contained inside the interview for examples are: what kinds of problems that PT. Pertamina often faces when creating translations for legal documents, are there criteria or standard set by PT. Pertamina in creating legal documents, and what solutions made by PT. Pertamina in increasing the accuracy of the translations for legal documents.

#### 1.6.2.2 Legal document excerpt

Below is one of the examples of excerpt of legal document that was translated in PT. Pertamina:

(a) <u>Definition.</u> For purposes of this Agreement, the term “Confidential Information” means ANY	(a) Definisi. Untuk tujuan Persetujuan ini, istilah "Informasi Rahasia" berarti SEGALA INFORMASI APAPUN,
--	--

<p>PROPRIETARY, CONFIDENTIAL OR NON-PUBLIC INFORMATIONS CONCERNING EACH PARTY, ITS SUBSIDIARIES OR AFFILIATES, SUPPLIERS, SUBCONTRACTORS OR LICENSORS whether disclosed to one party directly, or indirectly through an agent or advisor, in writing or electronically, including, without limitation, information relating to the know-how, financial data, designs, processes, plans, strategies, forecasts, projections, market intelligence, concepts, assets, vendors, suppliers and guest information, pricing information, marketing strategies, purchasing, sales and other business methods and agreements, compensation information, trade secrets, trademarks or service marks, operating data, organizational and cost structures, now or hereafter existing</p>	<p>RAHASIA ATAU NON-PUBLIK TENTANG PIHAK, ANAK PERUSAHAAN ATAU AFFLIAT, PEMASOK, SUBCONTRAKTOR ATAU PEMBERI LISENSINYA baik yang diungkapkan kepada satu pihak secara langsung, atau tidak langsung melalui agen atau penasihat , secara tertulis atau secara elektronik, termasuk, namun tidak terbatas, informasi yang berkaitan dengan pengetahuan, data keuangan, desain, proses, rencana, strategi, prakiraan, proyeksi, intelijen pasar, konsep, aset, vendor, pemasok dan informasi tamu, informasi harga , strategi pemasaran, pembelian, penjualan dan metode dan kesepakatan bisnis lainnya, informasi kompensasi, rahasia dagang, merek dagang atau merek layanan, data operasi, struktur organisasi dan biaya, sekarang atau selanjutnya yang ada atau</p>
--	--

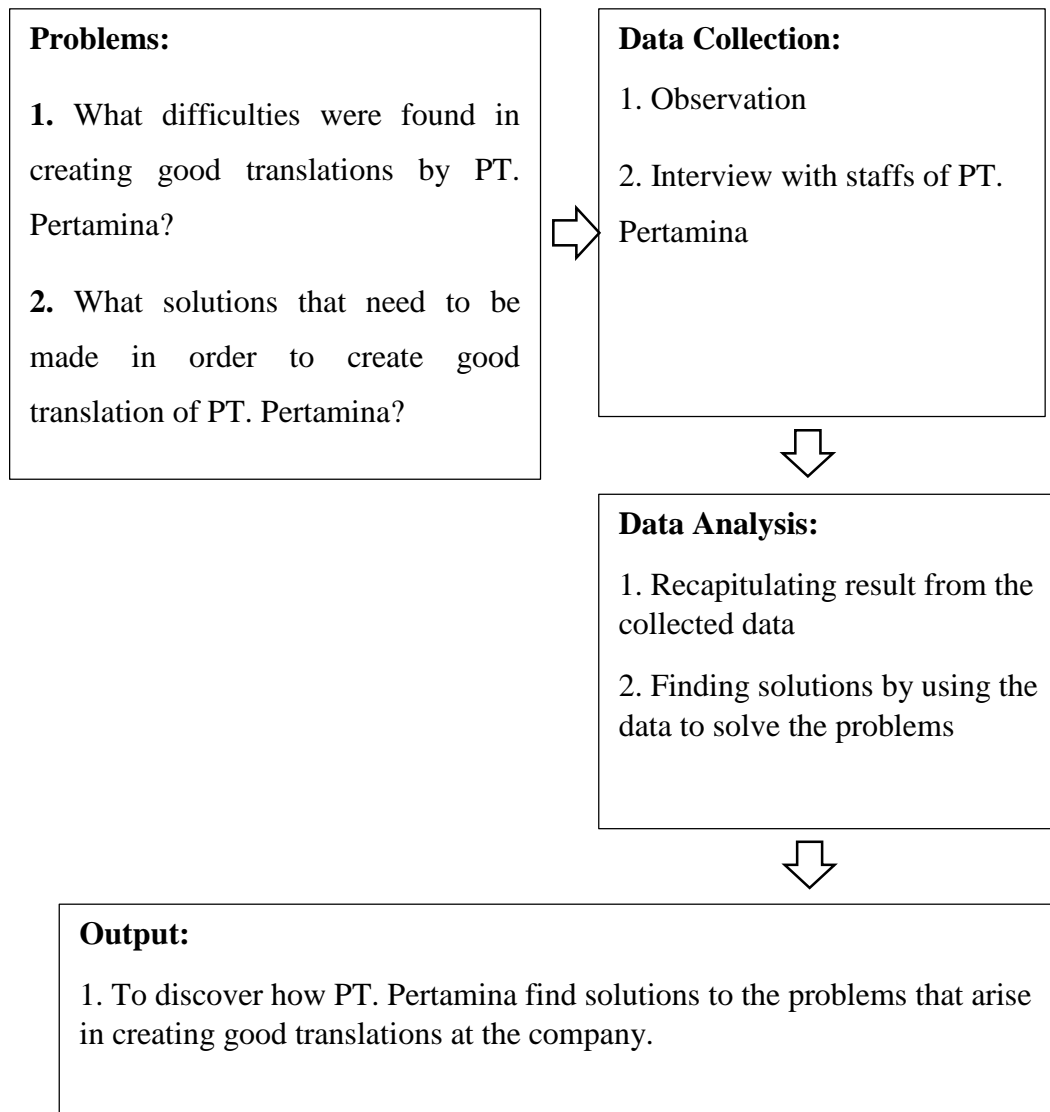
<p>or previously developed or acquired. The CONFIDENTIAL PROJECT AND THE STATUS AND TERMS OF ANY DISCUSSIONS BETWEEN BUREAU D'ETUDES MAURIC AND RECIPIENT REGARDING ANY POTENTIAL BUSINESS THEREATO SHALL ALSO BE TREATED AS CONFIDENTIAL INFORMATION. For the avoidance of doubt, Confidential Information also includes information disclosed (in writing or electronically) to the other party before the date of the present Agreement for the purpose of the Confidential Project.</p>	<p>yang sebelumnya dikembangkan atau diakuisisi. PROYEK RAHASIA DAN STATUS DAN PERSYARATAN DISKUSI APAPUN ANTARA BIRO D'ETUDES MAURIC AND RECIPIENT TENTANG BISNIS POTENSIAL APAPUN YANG HARUS DIPERLUKAN SEBAGAI INFORMASI RAHASIA. Untuk menghindari keraguan, Informasi Rahasia juga mencakup informasi yang diungkapkan (secara tertulis atau secara elektronik) kepada pihak lain sebelum tanggal Persetujuan ini untuk tujuan Proyek Rahasia.</p>
---	---

### 1.6.3 Data Analysis

The writer finally conducted the data analysis from the results of data collection that he has done during his internship at PT. Pertamina. The data analysis was aimed to be useful for helping the writer in carrying out the writing of his final report. The data analysis is conducted by collecting the investigation result taken

from the observation regarding how to create more translations for legal documents. Afterwards, the writer then conducted the interview with the staffs of Marine Region V of PT. Pertamina in order to look closer into the matter and to get more certain answer regarding how to create more accurate translations for legal documents. Both the result from observation and interview finally can be used for the purpose of answering the statement of the problems that are discussed in this final report.

## 1.7 Framework of the Report



## CHAPTER II

### COMPANY DESCRIPTION

#### 2.1 Company History

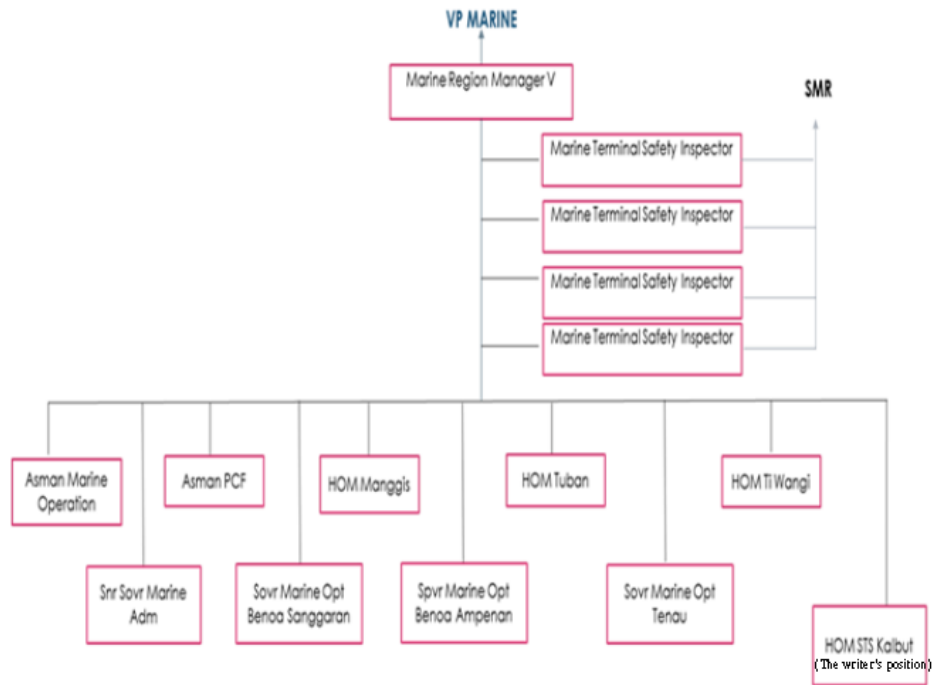
Pertamina, formerly known as Perusahaan Pertambangan Minyak dan Gas Bumi Negara), is a state-owned enterprise that is responsible to manage the oil and gas mining in Indonesia. In 2013, Pertamina is included at the Fortune Global 500 by occupying the 122<sup>th</sup> position. Pertamina once had a monopoly on building gas stations in Indonesia, but in 2001 the government abolished the monopoly. The company also operates 7 oil refineries with a total capacity of 1,051.7 MBSD, petrochemical plants with a total annual capacity of 1,507,950 tons and LPG plants with a total annual capacity of 102.3 million tons. Pertamina is a joint result of the company Pertamina with Permina which was established on December 10, 1957. This merger occurred in 1968. The main director (Director) who served from 2009 to 2014 was Karen Agustiawan who was appointed by BUMN Minister Syofan Djalil on February 5, 2009 replacing the Managing Director the old one is Ari Hernanto Soemarno. Karen Agustiawan's inauguration recorded an important history because she became the first woman to succeed in occupying the top position in Indonesia's largest state-owned company. Karen Agustiawan resigned as Managing Director on October 1, 2014 and became a professor at Harvard University, Boston, United States. Then on November 28, 2014, President Joko Widodo chose Dwi Soetjipto as

President Director of PT Pertamina (Persero). He replaced Karen Agustiawan who resigned.

## 2.2 Organization Charts

Organizational Structure of the Marketing and Commerce Directorate of PT.

Pertamina:



The writer was assigned under the department of HOMSTS Kalbut of PT. Pertamina during his internship period. In the department, the writer's job position is a translator.



## 2.3 Locations

The office building of PT. Pertamina in Surabaya is listed below, complete with email and phone number for various purposes.

### Marketing Operation Region V

Location: Jl. Wonokromo No. 88 Surabaya

Phone: (031) 8492400

Fax: (031) 8437534, 8437537

Telex: 33148, 33149, 33166, 33167

SKSP: 75003 PABAX AUTO

Email: pippmor5@pertamina.com

## 2.4 Products

Products and services provided by PT. Pertamina (Persero) consists of several types which have different benefits from one another. The following are products and services provided by PT. Pertamina (Persero):

1. Pertamina Turbo
2. BioPertamax and Pertamina
3. Pertamina Plus
4. Peralite

5. BioPremium and Premium
6. Pertamina Dex
7. DEXlite
8. Solar and Bio Solar
9. Kerosine
10. Non-oil products (Minarex, HVI 90, HVI 160, Lube Base, Green Coke and Asphalt)
11. Gas-based products (LPG, BBG, Vigas, CNG, and Musicool)
12. Lubricants (Fastron, Prima XP, Mesran Super, Mesrania 2T Super, Enviro)
13. Enduro 4T
14. Meditran
15. Rored
16. Petrochemicals (PTA, Paraxyline, Benzene, Proplyne, and Sulphur)

## **2.5 Facilities**

### **1. Processing**

The Pertamina Processing Business owns and operates 6 (six) refinery units with a total capacity of 1,046.70 Barrels. Some oil refineries such as the UP-III Plaju refinery and Cilacap UP-IV Refinery are integrated with the Petrochemical refinery, and produce Petrochemical products, namely Purified Teraphthalic Acid (PTA) and Paraxylyene. In addition to the above

oil refinery, PERTAMINA has 2 (two) Operating Companies, PT Arun LNG which operates the LNG refinery in Arun and PT Badak LNG which operates the LNG refinery in Bontang. The Arun LNG Plant with 6 (six) LNG train units has a total capacity of 12.5 million tons per year, while the Badak LNG Plant in Bontang with 8 (eight) LNG train units has a total capacity of 22.5 million tons per year.

## 2. Marketing and Commerce

Presently, Pertamina is working to transform in all fields, including in the retail outlet function of the gas station. The efforts made in these changes are the provision of standardization of Pertamina gas station services. Pertamina is committed to providing the best service with the term Pertamina Way. Pertamina Way's description is Staff, Quality and Quantity, Equipment and Facilities, Physical Format and Products and Services. Pertamina Way is a new standard that is applied to all General Fuel Filling Stations (Pertamina SPBU) throughout Indonesia to consumers both in terms of service, guarantee of quality and quantity including convenience in the gas station environment. Gas stations that have successfully implemented Pertamina Way have the right to get the Sure Pas Certification, after being declared to have passed by an independent international auditor.

## 3. Industrial Fuel Marketing

Currently, the consumers of Pertamina in the Industrial and marine sectors reach more than 4500 consumers, spread throughout the regions in Indonesia. Some of the main customers are PT. PLN (Persero), TNI / POLRI, Mining Industry, Steel Industry, Paper Industry, Food Industry, Cement Industry, Fertilizer Industry, Cooperation Contract Contractors, Water Transportation and other industries.

#### 4. Aviation

Pertamina Aviation has aspirations to become a world class aviation marketer and fuel service provider with a global network. In providing products and services, Pertamina conducts strict policies, systems and procedures with the main concern for aviation safety through implementing international standards on product quality and handling requirements taking into account customer, industry and environmental protection regulations

#### 5. Shipping

Pertamina Shipping is present to serve by upholding and favoring cultural values and corporate image. It is a matter of pride for Pertamina to provide services in the shipping sector, becoming an advanced and respected shipping company in the new era.

## 2.6 Programs

Pertamina has a value system as the company's commitment to realize its vision and mission based on global standards and the implementation of good corporate governance. Pertamina's value is called 6C, consisting of Clean, Competitive, Confident, Customer Focus, Commercial and Capable, and this value must be known and become a guideline for all employees in carrying out their daily tasks.

1. Clean

Professionally managed, avoiding conflicts of interest, not tolerating bribery, upholding trust and integrity. Guided by the principle of good corporate governance.

2. Competitive

Able to compete in regional and international scale, encourage investment growth, build a cost-conscious culture and appreciate its performance.

3. Confident

Takes role in national economic development, become a pioneer in reforming State-Owned Enterprises (BUMN), and build national pride.

4. Customer Focus

Oriented to customer interests.

5. Commercial and Capable

Creating a value-added system with a commercial orientation, making decisions based on sound principles.

## **CHAPTER III**

### **DISCUSSIONS**

#### **3.1 Description**

In this section, the writer would like to answer the statements of problems of this final report which include (1) What difficulties were found in creating accurate legal document translations in PT. Pertamina, (2) What solutions that need to be made in order to create accurate legal documents translations in PT. Pertamina.

##### **3.1.1 Difficulties that were found in creating accurate legal documents translations in PT. Pertamina**

The writer attended the internship for the duration of a month as the partial requirement for graduating from Universitas Airlangga. The internship took place at PT. Pertamina and the writer was given the responsibility of translating PT. Pertamina's legal documents. Legal documents are functioned for many purposes such as becoming guidelines for the staffs, a concrete proof of contract between PT. Pertamina and other companies, and many more. In translating legal documents, both the writer and the current permanent translator of PT. Pertamina experienced difficulties in order to create accurate legal documents translations. Difficulties in creating accurate legal documents translations are common to be found, especially when the translator does not possess the knowledge or experience required to

translate complex text such as legal document. This is supported by Recalde (2016) who stated that translating consists of a lot more than simply taking a text written in a language and converting the text to a completely different language. In order for it to make sense and flow in a clear and accurately conveyed legal language, the translator must command a deep knowledge of the legal systems referred. Therefore, it is simply not enough to be simply proficient in two languages to do specialized translations in the legal field because numerous skills are at play when a translator is conducting translation activity, and legal documents, in particular, demand a lot from the translator.

### **3.1.1.1 Differences in Terminologies**

The writer experienced first-hand the difficulties that were found during the translation process. In translating legal documents for PT. Pertamina, the writer found that terminologies used for legal documents are different when written in English and Bahasa Indonesia. The writer considered differences in terminologies as a difficulty because he lacks knowledge or vocabulary regarding the correct translation of terminologies in English to Bahasa Indonesia. One of legal documents that the writer translated during his internship at PT. Pertamina was the guideline of ship-to-ship transfer. In translating the guideline, as stated above, the writer came across the difficulty to translate the necessary terminology inside the guideline. This is supported by Recalde (2016) who stated that legal terminologies between the source and target languages often vary widely and this is the standard difficulty faced by



legal translators. From the previous statement, it can be inferred that translating terminologies in legal documents will always be a difficulty to overcome in order for a translator to be able to create accurate legal documents translations. The first difficulty in translating terminologies was faced by the writer when he was in the process of translating the guideline. The example of the difficulty in translating terminology is taken from the excerpt of the translation that the writer worked on which can be seen below.

Example (target language):	<p><i>“Sejak itu telah digunakan oleh beberapa pemerintah sebagai dasar peraturan nasional tentang operasi pemindahan kapal-ke-kapal (KKK) yang mencakup gas cair.”</i></p>
----------------------------	---

Table 1: Translation excerpt regarding the term *KKK*

From the excerpt or piece of translation that the writer attempted during his internship period, it could be seen that the writer used the words “*kapal-ke-kapal (KKK)*” in Bahasa Indonesia to translate the terminology of ship-to-ship (STS) in English. The attempt of the writer to translate the words “*kapal-ke-kapal (KKK)*” was very inaccurate as the terminology of ship-to-ship (STS) is supposed to be the same without the need to be translated into Bahasa Indonesia. This is supported by Muegge (2011) who stated that a term should not be translated if the source language does not possess the availability for translation necessary. Therefore, the previous statement of

Muegge (2011) is able to be used in this situation where the writer should not be translating the term ship-to-ship (STS) *kapal-ke-kapal (KKK)* because the term KKK itself does not exist in Bahasa Indonesia. The proofs that the term KKK does not exist in Bahasa Indonesia can be seen from the sources below.

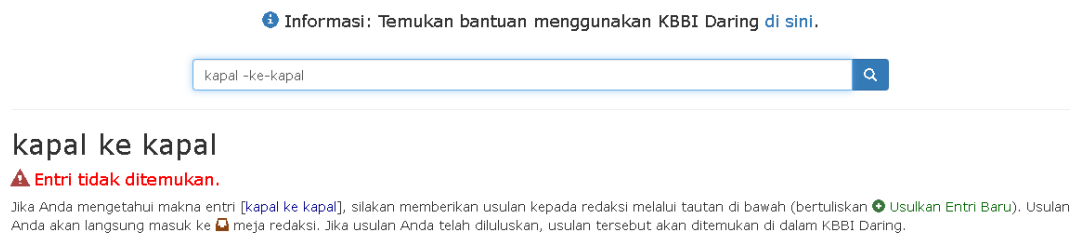


Figure 1: Source from [www.kbbi.kemendikbud.go.id](http://www.kbbi.kemendikbud.go.id) regarding Kapal-ke-kapal (KKK)

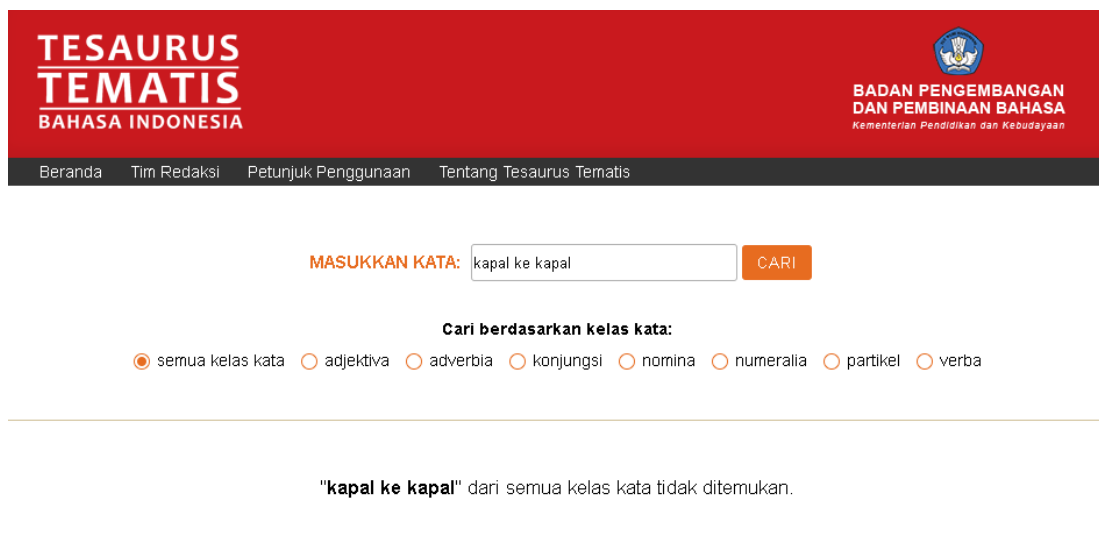


Figure 2: Source from [www.thesaurus.kemdikbud.go.id/tematis/](http://www.thesaurus.kemdikbud.go.id/tematis/) regarding Kapal-ke-kapal (KKK)

The screenshot shows the website [www.sinonimkata.com](http://www.sinonimkata.com) with a search bar containing the text "kkk". Below the search bar, there are two main sections:

**English Thesaurus**

1. a secret society of white Southerners in the United States; was formed in the 19th century to resist the emancipation of slaves; used terrorist tactics to suppress Black people (*noun.group*)

*instance* : [secret society](#),

*hypernym*

definition : a society that conceals its activities from nonmembers (*noun.group*)

---

*instance* : [foreign terrorist organization](#), [fto](#), [terrorist group](#), [terrorist organization](#),

*hypernym*

definition : a political movement that uses terror as a weapon to achieve its goals (*noun.group*)

---

*member* : [klavern](#),

*holonym*

definition : a local unit of the Ku Klux Klan (*noun.group*)

**Cari berdasar huruf depan:**

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#)  
[X](#) [Y](#) [Z](#)

**Situs lain yang mungkin anda sukai:**

- [Kamus Bahasa Indonesia](#)
- [Rima Kata](#)

[Tweet](#)

Figure 3: Source from [www.sinonimkata.com](http://www.sinonimkata.com) regarding *Kapal-ke-kapal (KKK)*

Based from the sources above, it can be concluded that the term ship-to-ship (STS) cannot and should not be translated into *kapal-ke-kapal (KKK)* because the term *KKK* itself does not exist in the language of Bahasa Indonesia. Ship-to-ship (STS) itself is a term in English language which refers to the transfer of ship's cargo, which can be oil or gas cargo, between two merchant tanker vessels positioned alongside each other (www.marineinsight.com, 2016).

Besides the difference in terminology, difference in culture is also a problem in the translation for the term "*kapal-ke-kapal (KKK)*". As stated by Recalde (2016) that the legal language and law of a country reflects its culture. The legal translator

must understand the cultural differences of the legal systems of the two societies s/he is addressing in his/her legal translation. From the perspective of difference in culture, the term *KKK* means differently in English. Taken from Taken from britannica.com (2019), *KKK* is the term used to explain Ku Klux Klan, an organization based in United States. PT. Pertamina as an International Company which does business globally, should always be careful in using terms in its legal document in order to avoid misunderstanding because of the cultural differences.

## Ku Klux Klan

HATE ORGANIZATION, UNITED STATES

WRITTEN BY: The Editors of Encyclopaedia Britannica

LAST UPDATED: May 17, 2019 [See Article History](#)

Alternative Title: *KlKK*

**Ku Klux Klan**, either of two distinct U.S. hate organizations that have employed terror in pursuit of their [white supremacist](#) agenda. One group was founded immediately after the [Civil War](#) and lasted until the 1870s; the other began in 1915 and has continued to the present.

Figure 5: Source from Encyclopaedia Britannica regarding Ku Klux Klan

Besides the translation of the term ship-to-ship (STS) to *kapal-ke-kapal* (*KKK*), the writer also encountered another term that should not and cannot be translated into Bahasa Indonesia. The second difficulty that the writer found during his internship at PT. Pertamina is shown below as a part of translation made for PT. Pertamina.

Example (target language):	<p>“<i>Fender Utama</i></p> <p><i>Fender utama adalah fender besar yang</i></p>
----------------------------	---

	<p><i>digunakan untuk menyerap 28energy tumbukan berlabuh dan cukup lebar untuk mencegah kontak logam ke logam di antara kapal-kapal jika mereka menggelinding bersamaan.”</i></p>
--	--

Table 2: Translation example regarding *Fender Utama*

From the part of the legal document translation that the writer attempted during his internship period in PT. Pertamina, it can be seen that attempted to translate the word *Fender Utama* from the source language, Primary Fender (English). Same as the problem explained previously, the term *Fender Utama* does not exist in Bahasa Indonesia and the term only exists in English. Therefore, the term Primary Fender should not be translated into Bahasa Indonesia because the term *Fender Utama* does not exist in the dictionary of Bahasa Indonesia. The proofs regarding the term's absence from Bahasa Indonesia's dictionary is seen below.

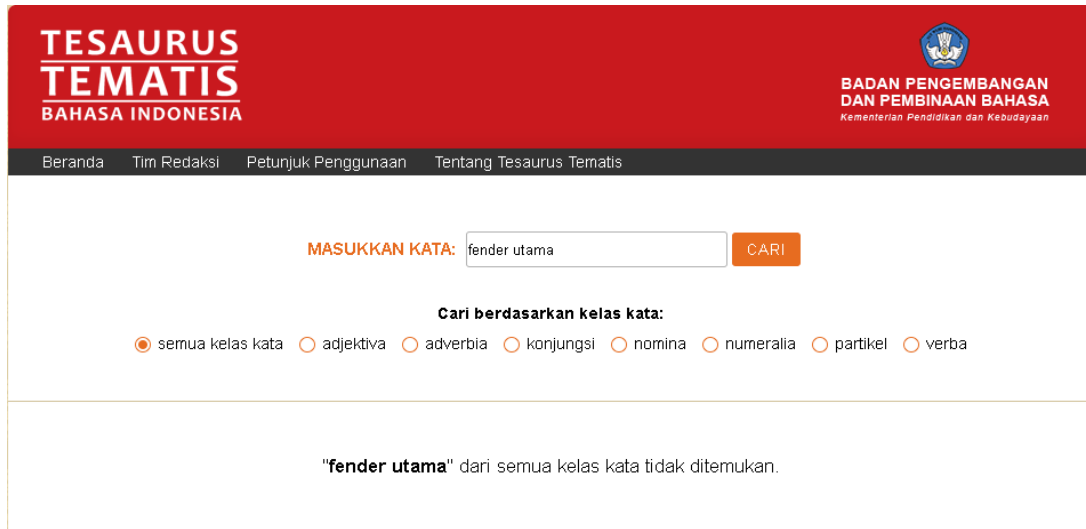
Informasi: Temukan bantuan menggunakan KBBI Daring [di sini](#).



## fender utama

**⚠️ Entri tidak ditemukan.**

Jika Anda mengetahui makna entri [fender utama], silakan memberikan usulan kepada redaksi melalui tautan di bawah (bertuliskan [Usulkan Entri Baru](#)). Usulan Anda akan langsung masuk ke meja redaksi. Jika usulan Anda telah diluluskan, usulan tersebut akan ditemukan di dalam KBBI Daring.

Figure 6: Source from [www.kbbi.kemendikbud.go.id](http://www.kbbi.kemendikbud.go.id) regarding *Fender Utama*


**TESAURUS TEMATIS**  
BAHASA INDONESIA

BADAN PENGEMBANGAN DAN PEMBINAAN BAHASA  
Kementerian Pendidikan dan Kebudayaan

Beranda Tim Redaksi Petunjuk Penggunaan Tentang Tesaurus Tematis


MASUKKAN KATA:

Cari berdasarkan kelas kata:

semua kelas kata  adjektiva  adverbia  konjungsi  nomina  numeralia  partikel  verba

"fender utama" dari semua kelas kata tidak ditemukan.

Figure 7: Source from [www.thesaurus.kemdikbud.go.id/tematis](http://www.thesaurus.kemdikbud.go.id/tematis) regarding *Fender**Utama*

**fender** [ fen-der ] [SHOW IPA](#) 

[EXAMPLES](#) | [WORD ORIGIN](#) [SEE MORE SYNONYMS FOR fender ON THESAURUS.COM](#)

---

*noun*

- 1 the pressed and formed sheet-metal part mounted over the road wheels of an automobile, bicycle, etc., to reduce the splashing of mud, water, and the like.
- 2 a device on the front of a locomotive, streetcar, or the like, for clearing the track of obstructions.
- 3 a mudguard or splashboard on a horse-drawn vehicle.
- 4 *Nautical.* a piece of timber, bundle of rope, or the like, hung over the side of a vessel to lessen shock or prevent chafing, as between the vessel and a dock or another vessel.
- 5 a low metal guard before an open fireplace, to keep back falling coals.

Figure 8: Source from [www.thesaurus.com](http://www.thesaurus.com) regarding *Fender*

The sources above only strengthen the fact that the term Primary Fender or should not be translated into *Fender Utama* because the term *Fender Utama* does not exist in Bahasa Indonesia, and the term Primary Fender only exists in English as seen from the source taken from [www.thesaurus.com](http://www.thesaurus.com). Primary Fender itself a term which means fenders that are positioned along the parallel body of the ship to afford the maximum protection while alongside and they are also designed to absorb energy as the vessels berth alongside ([www.finerfender.com](http://www.finerfender.com), 2015).

### **3.1.1.2 Finding the most accurate meaning**

Besides the difficulties that are already mentioned above, the writer faced another difficulty in translating legal documents for PT. Pertamina. The next difficulty that the writer faced in translating legal documents was regarding the accuracy of the translation from the source language (English) to target language (Bahasa Indonesia). This is supported by the statement from [www.nobordertranslation.com](http://www.nobordertranslation.com) (2014) which said that accuracy in legal translations is essential. Recalde (2016) also stated that the difficulty of legal translations lies in between the nature of source language and target language. Therefore, it is important to double-check if the translation made is already appropriate and correct for the target language because a simple error in translation could cause trouble as legal translations usually used by companies with big names, or in this case, PT. Pertamina. In order to look closer at the difficulty that the writer faced regarding the accuracy of the translation, let's take a look at the following excerpt:

Source language:	Target language:
<p>“Secondary fenders are fenders that are used to prevent contact between the two vessels, must be rolled or not parallel to each other. They are especially effective when rigged towards the end of the ship and are most useful during mooring and not mooring operations.”</p>	<p><i>“Fender sekunder adalah fender yang digunakan untuk mencegah kontak antara kedua kapal, harus berguling atau tidak sejajar satu sama lain. Mereka terutama efektif ketika dicurangi ke arah ujung kapal dan paling bermanfaat selama operasi tambat dan tidak tambat.”</i></p>

Table 3: Translation Excerpt of PT. Pertamina’s Guideline regarding the word “rigged”

Based from the excerpt above, it can be seen that the word “rigged” is translated into “dicurangi”. While it is true that the word “rigged” in English is able to be translated into “dicurangi” in Bahasa Indonesia, unfortunately, it does not fit the context of the text that is translated above. From the context of the sentence ‘they are especially effective when rigged towards the end of the ship and are most useful during mooring and not mooring operations.’, the word rigged should mean providing (a sailing boat) with sails and rigging (oxforddictionaries.com, 2019). But in the translation made in Bahasa Indonesia, the word “dicurangi” (translated from the word “rigged”), has different meaning than it is supposed to be intended. The word “dicurangi” means to be cheated or to be disadvantaged unfairly



(kbbi.kemendikbud.go.id). Based from the text provided above, it can be inferred that the translation made for the word *rigged* in Bahasa Indonesia should not be “dicurangi”, but it should be “dipasangkan” where it means equipped in English and should match the context of the text better.

### **3.1.2 Solutions that need to be made in order to create accurate legal documents translations for PT. Pertamina**

In this section, the writer would like to discuss the solutions that needed to be made in order to be able to successfully create accurate legal documents translations for PT. Pertamina during the internship period. During the internship period, several difficulties were found such as problem regarding differences in terminologies, differences in culture, and accuracy difficulties between source language and target language. The difficulties were able to be solved by applying several solutions that were suitable for those difficulties.

#### **3.1.2.1 Solution to Differences in Terminologies**

The first solution that had to be applied was regarding the difficulties in terminology when conducting translation activity of legal documents for PT. Pertamina. Based on the previous sub-chapter, a difficulty was found when the writer had to translate the word *ship-to-ship* or *STS* (English) to *kapal-ke-kapal* or *KKK* (Bahasa Indonesia). The translated term *KKK* was a mistake because the term *STS* should not and cannot be translated into Bahasa Indonesia and should always stay the

same because the term *KKK* does not exist in Bahasa Indonesia' dictionary. The solution that was made regarding this difficulty is by not translating the term ship-to-ship (STS). Ship-to-ship (STS) itself is a term in English language which refers to the transfer of ship's cargo, which can be oil or gas cargo, between two merchant tanker vessels positioned alongside each other (www.marineinsight.com, 2016).

Beside the term ship-to-ship (STS), there was also another difficulty found when translating the term Primary Fender to *Fender Utama*. The problem is similar to the problem of the term STS where the term Primary Fender cannot be translated into *Fender Utama* (Bahasa Indonesia). The term Primary Fender itself is a term which means fenders that are positioned along the parallel body of the ship to afford the maximum protection while alongside and they are also designed to absorb energy as the vessels berth alongside (www.finerfender.com, 2015) and the term *Fender Utama* does not exist in Bahasa Indonesia' dictionary.

The solution to not translate the term from ship-to-ship (STS) to *kapal-ke-kapal (KKK)* and Primary Fender to *Fender Utama* in order to avoid any inaccuracy for the translation was made because of the supporting proofs from sources like [kbbi.kemendikbud.go.id](http://kbbi.kemendikbud.go.id), [tesaurus.kbbi.kemdikbud.go.id](http://tesaurus.kbbi.kemdikbud.go.id), [sinonimkata.id](http://sinonimkata.id), [oxforddictionaries.com](http://oxforddictionaries.com), and such (already shown in the previous sub-section) which shown that the terms Primary Fender and STS only exist in English and the terms *Fender Utama* and *KKK* does not exist in Bahasa Indonesia. The solution is supported by the statement from [www.daytranslations.com](http://www.daytranslations.com) (2016) which stated that a

translator should be acquainted with the original document's terminology and from the knowledge taken from the dictionaries above, the writer was able to get acquainted with the original document's terminology and came up with the solution to not translate the term STS and Primary Fender because those terms do not exist in Bahasa Indonesia.

The solution to left the term alone was also supported by the statement made by the senior translator, Vivi, at PT. Pertamina during the writer's internship period. The senior translator stated that sometimes a term from English language is not found in Bahasa Indonesia, therefore it is best to just left the term alone without having to translate it. The writer got the statement regarding the difficulty of differences in terminology by conducting an interview with the senior translator. The writer conducted an interview with Vivi, a more senior translator for PT. Pertamina, in order to investigate further regarding the difficulty of differences in terminology when translating legal documents. The parts of the interview related to the difficulty of differences in terminology is shown below. The writer = Y, Vivi = V

Y: I am confused at this part, could you help me? the term STS or ship-to-ship is supposed to be translated or not?

V: Have you tried to search for the term on the internet?

Y: Yes, I have. But still, I have tried to manually translated it, but it got translated into kapal-ke-kapal or KKK. It sounds weird.

V: It is okay, if you are unable to find the term in Bahasa Indonesia, you can leave it. Sometimes terms in English are not suited for Bahasa Indonesia.

Y: Thank you, I was so confused whether to translate it or not.

V: It is okay, translating legal documents requires skills to learn and experiences too in order to fully acquainted with terminologies, legal language, and such.

Based from the excerpt of interview conducted by the writer during his internship, it can be inferred that the senior translator suggested the writer to not translate the term because not all terms from English language are also exist in Bahasa Indonesia, therefore it is best to just keep the term just how it is. This is supported by the statement of Lange (2018) who stated that it is important to keep the language of a word in order to avoid ambiguities which can lead to incorrect procedure or incidents. The interview also gave the writer another insight in how to overcoming the difficulty in differences of terminologies. Based from the excerpt of the interview, the senior translator stated that translating legal documents requires skills to learn and experiences in order to get acquainted with the terminologies from the source language. This is matched with the statement taken from daytranslations.com (2016) where it is stated that be acquainted with the original document's terminology is one of the skills for a translator to master to be able to create accurate legal documents translations.

In conclusion, the translation regarding the term ship-to-ship (STS) is edited as shown below.

Before editing process:	After editing process:
<p><i>“Sejak itu telah digunakan oleh beberapa pemerintah sebagai dasar peraturan nasional tentang operasi pemindahan kapal-ke-kapal (KKK) yang mencakup gas cair.”</i></p>	<p><i>“Sejak itu telah digunakan oleh beberapa pemerintah sebagai dasar peraturan nasional tentang operasi pemindahan ship-to-ship (STS) yang mencakup gas cair.”</i></p>

Table 4: Editing process of translation regarding the term Ship-to-ship (STS)

Furthermore, the solution regarding the translation difficulty regarding the term Primary Fender is edited as shown below.

Before editing process:	After editing process:
<p><i>“Fender utama adalah fender besar yang digunakan untuk menyerap energi tumbukan berlabuh dan cukup lebar untuk mencegah kontak logam ke logam di antara kapal-kapal jika mereka menggelinding bersamaan”</i></p>	<p><i>“Primary Fender adalah fender besar yang digunakan untuk menyerap energi tumbukan berlabuh dan cukup lebar untuk mencegah kontak logam ke logam di antara kapal-kapal jika mereka menggelinding bersamaan.”</i></p>

Table 5: Editing process of translation regarding the word *Primary Fender*

### 3.1.2.2 Solution in finding the most accurate meaning

The second solution that was needed to be made in order to create accurate legal documents translations is regarding the accuracy of the document' translation itself. The solution in creating accurate translation is important as stated by No Border Translations (2014) which said that accuracy in legal translations is essential. Recalde (2016) also stated that the difficulty of legal translations lies in between the nature of source language and target language. The difficulty in translating legal documents with the best accuracy was found when the word "rigged" is translated into "dicurangi". According to kamusbahasainggris.com, the word "rigged" is able to be translated into words in Bahasa Indonesia such as dicurangi, dilengkapi, and dipasang. The word "rigged" in the text itself should mean providing (a sailing boat) with sails and rigging (oxforddictionaries.com) whereas the word "dicurangi" means to be cheated on or to be in disadvantage. Therefore, the word "dicurangi" does not fit the context of the translation and should be replaced. The word "rigged" from the excerpt in the previous sub-section should be replaced by the word "dipasang" which means "equipped" as it fits the context the best.

The solution to replace the word "dicurangi" with the word "dipasang" is supported by the statement of Widiarso during the interview conducted by the writer. Widiarso stated that a translator for this company should always be able to pick the correct translated word wisely in order to avoid any unnecessary error in translating

legal documents. The excerpt of the interview is shown below. The writer = Y, Widiarso = W.

Y: Is there anything you want to give to me? An advice or something?

W: An advice about what?

Y: I seem having problems in picking the right words in target language in translating the documents. What should I do?

W: Research. You have a phone, aren't you? Use your phone to do research in searching for the right words for translating the source materials. If you are lazy to use your phone, you can also use the dictionary provided here. Use anything possible because an accurate translation can only be made if the translator is able to pick the appropriate words in translating the source language.

Based from the excerpt of the interview above, it can be inferred that a translator needs the ability to pick the right words in translating legal documents if accuracy is the goal. This statement is matched by the statement from Recalde (2016) who said that the difficulty in translating a legal text depended on the nature of the target and source languages themselves because legal translations are in some ways more complex than other types of translations. The statement is also supported by the statement from daytranslations.com (2016) which stated that a translator should possess the skill in being capable decoding the source language text when it's difficult

to find an exact translation of a segment of the document, and second, convey the original meaning of the text segment in the target language as much as possible. In conclusion, the solution of the problem in accuracy in translating legal documents can be solved by picking the right word to translate the target language. The result from the solution can be seen below.

Before editing process:	After editing process:
<p>Source language:</p> <p>“Secondary fenders are fenders that are used to prevent contact between the two vessels, must be rolled or not parallel to each other. They are especially effective when rigged towards the end of the ship and are most useful during mooring and not mooring operations.”</p>	<p>Target language:</p> <p><i>“Fender sekunder adalah fender yang digunakan untuk mencegah kontak antara kedua kapal, harus berguling atau tidak sejajar satu sama lain. Mereka terutama efektif ketika dipasang ke arah ujung kapal dan paling bermanfaat selama operasi tambat dan tidak tambat.”</i></p>
<p>Target language:</p> <p><i>“Fender sekunder adalah fender yang digunakan untuk mencegah kontak antara kedua kapal, harus berguling atau tidak sejajar satu sama lain. Mereka</i></p>	



<p><i>terutama efektif ketika dicurangi ke arah ujung kapal dan paling bermanfaat selama operasi tambat dan tidak tambat.”</i></p>	
--	--

Table 6: Editing process of translation regarding the word “*dipasang*”

All in all, the attempt to create accurate legal document translations can be achieved if a translator possesses the following skills, acquainted with the original document's terminology and be capable of decoding the source language text when it's difficult to find an exact translation of a segment of the document, and second, convey the original meaning of the text segment in the target language as much as possible (daytranslations.com, 2016).

## **3.2 Obstacles**

For this section, the writer would like to describe the obstacles that are related to the statement of the problems of this final report which include (1) Obstacles in finding the difficulties in creating accurate legal document translations for PT. Pertamina, (2) Obstacles in finding solutions that need to be made in order to create accurate legal document translations for PT. Pertamina.

### **3.2.1 Obstacles in finding the difficulties in creating accurate legal document translations for PT. Pertamina**

The first obstacle that the writer experienced in finding the difficulties of creating accurate legal document translations for PT. Pertamina was regarding the limited knowledge and experience as a translator. The writer was only a student from Universitas Airlangga who did not have any experience regarding how to do a responsibility of a professional translator. The only knowledge that the writer obtained was from the Practice in Translation course at Universitas Airlangga. The knowledge that the writer obtained from college was not enough as the writer still have to learn more regarding many legal and shipping terms in order to identify the difficulties that appeared. The writer lack so many terms and vocabularies because he never previously worked as a translator, let alone a translator who handles legal documents. The lack of vocabularies and experience also became an obstacle when the writer was trying to identify the appropriate words for translation. In addition, the writer's time in doing research for the purpose of finishing this final report in limited as the duration of the internship is only a month and during that month the writer was obligated with translating documents of his own. In order to overcome these obstacles, the writer was active to look for suggestion and advice from senior translator of PT. Pertamina and always surfing the internet in order to get more information regarding the text and the words that the writer was currently translating.

### **3.2.2 Obstacles in finding the solutions made in creating accurate legal documents at PT. Pertamina**

Finding the right solution that needs to be made for the purpose of creating accurate legal document is necessary in order to finish the translation and the research for this final report. The solutions that were made for the purpose of finishing the translation process with high accuracy. The obstacle that the writer found in finding the solution was when he had limited time to conduct the research and the interview. The writer also lacks knowledge which result on him having little clue in finding the solutions of the difficulties. The obstacles were able to be beaten by engaging in a lot of one on one tutor with a more senior translator at PT. Pertamina. Besides that, the writer had to finish his works early and as quickly as possible in order to have the time to interview the respondents and conducting his research.

### **3.3 Added Value**

#### **3.3.1 Added Value in finding the difficulties in creating accurate legal documents translations for PT. Pertamina**

There are several added values that the writer obtained during his research in finding the difficulties in creating accurate legal documents translations. The first one is that the writer was able to understand that not all term from a source language is able to be translated to the target language. The writer learned that sometimes terms from source language are better left untranslated. Secondly, the writer also able to learn how to pick the right words that appropriate to the context of the text because a good translator is a translator who is able to pick the right words for translation.

### **3.3.2 Added Value in finding the solutions that need to be made in order to create accurate legal documents translations**

There are also some added values that the writer obtained in finding the solutions for creating accurate legal documents translations. The writer learned that a big, international company like PT. Pertamina tolerates no mistakes because a small error can lead to many bad consequences. The writer also learned that the process of finding the solution has helped him in becoming more responsible which will also be useful for the writer in the future. Lastly, the writer obtained an added value regarding how to turn a difficult job with a difficult responsibility by preparing solutions to overcome them.

## **3.4 Related Courses**

### **3.4.1 Practice in Translation I, II, III**

This course has helped the writer in giving the knowledge and experience necessary in translating many types of documents, including legal documents which is the main document that the writer translated during the internship at PT. Pertamina.

### **3.4.2 Writing I-V**

The output of this course is that the students will have the skill to write appropriately. The course helps the students in how to conduct and understand the right kind of writing in every context.

### **3.4.3 Structure I-V**

The output of this course is the students of D-III English Program possess the knowledge of English grammar and structure. The writer applied the knowledge and skills from Structure course in making the correct structure of sentences when translating documents.

### **3.4.4 English for Media and Advertising**

This course is beneficial for the writer as it helped him to understand many kinds of texts and media. The course also helped the writer to write more creatively when translating legal documents at PT. Pertamina.

### **3.4.5 Reading I-IV**

The output of this course is that the students of D-III English Program possess the ability to read English text properly as well as understanding the content of the materials of the reading without any mistake. The course helped the writer in reading the materials (legal documents) for the purpose of understanding what the materials' contents are. Therefore, the writer were able to translate the legal documents afterwards after reading the documents thoroughly.