CHAPTER I

INTRODUCTION

1.1 Background of the Report

Indonesia is a member of an international society that needs to cooperate with lots of foreign country. This cooperation covers many fields, for example: politics, technology, economics, art and so on. Therefore, Indonesia must open and introduce its cultural potential, society, and promote their products to the world; no exception for the local government. In this case, English becomes an international language, a bridge between countries which soon will build a well relationship between them. This urges Indonesian people who participate in the midst of an international political world to learn English. As a global language, it surely is obvious that English plays an important role even in political relationship between countries (Crystal, 1997). Moreover, Indonesia has bilateral and multilateral agreements between countries.

As a developing country, Indonesia needs information about the latest developments in the fields of science and technology from developed countries. Along with the times, that information can be obtained from the latest science and technology books that are widely published and traded both outside and within the country. However, the problem is that most of these books are written in a foreign language, especially in English. As a result, scientific growth cannot be immediately followed. This is compounded by the lack of Indonesian scientists and technocrats who are willing and able to write books in the field of

1

science and technology. According to Nababan (2003), this could be seen from the lack of books by Indonesian authors. In this problem, Soesilo (1990) found two choices to solve the issue, learn a foreign language or obtain it from a translation. By all means, translation is the best, easy and inexpensive way to solve it. It takes a long time to be able to set a language for everyone to be able to read books in a foreign language. Therefore, translators of books of science and technology who still support foreign authors in Indonesia are considered as the most appropriate and inexpensive solution to improve the progress of science and technology in Indonesia and developing countries, these books can be read by everyone who needs them.

Furthermore, Indonesia has a role in international world. Indonesia's role in the political and social can be seen in the international activities such as being a member of the United Nations, international conferences and negotiations. In addition, Indonesia also has economic interests related to other countries, such as cooperation between countries, so it is necessary to participate in bilateral and multilateral negotiations with various countries. To participate in these activities, certainly the president or officials who represents Indonesia at the forums and negotiations must master the language used at the meeting. However, in reality there are not many officials or president actively speak foreign language. Moreover, the language used at the meeting are not only English, but also Mandarin, French, Arabic and any other languages. For this reason, translator and interpreter are needed to assist and become the bridge of communication and diplomacy of the officials in participating in international

activities so that communication will work effectively and be able to establish diplomacy relationship.

I conducted my internship at Public Relations and Protocol Bureau, Governor office as a translator, especially in translating minutes meeting. The topic that I would like to observe and develop further in this final report is about translating the minutes meeting based on strategies and criteria which stated by Baker (1992) due to my curiosity on how to translate text with a proper criteria and strategies. In this case, I had been translating a lot of meetings minutes and letters yet the meeting between West Australia and East Java Provincial Government minutes meeting intrigued me to discuss further. Moreover, there are a lot of terms, words which I still do not comprehend the right meaning in the target language and the translation effectiveness process when I translated it but I am sure if I use the right strategies and criteria that issue surely will be solved.

Public Relations and Protocol Bureau conducted a lot of meetings with foreign countries. I was given the opportunity by the Manager of Foreign Affairs, Public Relations and Protocol Bureau to translate letters from foreign country embassies and minutes meeting between delegation of foreign countries, also became a note taker of a meeting. I was interested in analyzing the translation from Indonesian into English using certain strategies and criteria of meeting notes of Western Australia — East Java Provincial Government delegation meeting.

1.2 Statement of Problems:

1. What strategies are used in translating Meeting Notes of Western Australia – East Java Province Government Delegation Meeting from Indonesian to English?

2. What criteria are used in translating Meeting Notes of Western Australia – East Java Provincial Government Delegation Meeting?

1.3 Purpose of the Reports:

1. To discover the strategies used by Mona Baker in translating Meeting Notes of Western Australia – East Java Provincial Government Delegation Meeting.

2. To discover the criteria used by Mona Baker in translating Meeting Notes of Western Australia – East Java Provincial Government Delegation Meeting.

1.4 Significance of The Final Report

1. The making of this final report is expected to be beneficial for the writer in:

a) To develop the writer's experience in dealing with translation strategies and criteria.

b) To apply the course obtained during lectures at university.

c) To acquire graduation requirements for a degree of English diploma.

2. The making of this final report is expected to be beneficial for Universitas Airlangga in:

a) To improve the quality of Universitas Airlangga students.

b)   To explore and apply the ability from Universitas Airlangga students in translation field.

c)   To establish cooperation relationships between Universitas Airlangga and Public Relations and Protocol Bureau of East Java Provincial Government.

3.   The making of this final report is expected to be beneficial for Public Relations and Protocol Bureau of East Java Provincial Government in:

a)   To help the translation and meeting notes taking activities of Public Relations and Protocol Bureau.

b)   To assist Public Relations and Protocol Bureau to ease the meeting activity.

4.   The making of this final report is expected to be beneficial for other interns in:

a)   To gain other interns' knowledge and perception about translation.

b)   To create a reference material for other interns.

1.5 Review of Related Literature

1.5.1 Translation

There are a number of definitions made by many people about translation, one can give a definition based on changing the form as a language from one language to another and sometime people might give a definition by emphasizing the translation as transferring meaning from the source language into the target language, or even based on point of view of those who regard

translation as a process of cultural transfer. To have a clear explanation of the translation, here are some definitions given by some experts.

According to Newmark (1988), translation translates the meaning of a text to other languages in the way the translator intended. The meaning becomes one of the important things in doing the translation. The success of the meaning conveyed to the reader is one of the points to know that the translation is good or not. Translation must take you from the source language to the target language.

Frishberg (1990) stated that in translation refers to the process of changing written messages from one language to another while Taber (2003) proclaimed that translation is the rewriting of messages contained in the source language into the target language to find resemblance. As the definition stated by both of the authors, it can be concluded that translation is the activity of changing languages from one language (source language) to another (target language) by providing the closest equivalent, without changing its meaning. On the other hand, not only changing the language by providing the closest equivalent but translators also need to know and master knowledge as the basis for translation skills in overcoming problems encountered in translation activities.

1.5.2 Translating Minutes

As the first start, meeting minutes are notes that are noted during meetings. People frequently highlight the key points that are discussed, proposed or voted on, and activities.

Taking great meeting minutes contributes incredibly in making a meeting powerful. It is full of a significant data about what unfolded during the meeting, particularly for the individuals who couldn't join. Beside the way that for some affiliations, they are lawfully required to keep minutes of the meeting advisory group or board. Memories are untrustworthy and along these lines, set up accounts that incorporates things to do and choices made are helpful references. Meeting minutes can be utilized as updates for undertakings and things to do that should be accomplished. Meeting minutes record objectives, procedures and cutoff times for such, which makes it a decent instrument when estimating progress.

However, there are countless of translators must work on texts written in two or more languages in translating meeting minutes. In this case, the texts are usually in the form of documents, minutes of meetings or similar interim reports on the activities of international bureaucracies. Point of fact, they are likely from any institutional framework where more than one language is used (Pym, 1995). However, translating minutes meeting is not that easy. For example, the source language text clearly present issues for any hypothesis that accept a text to be implanted in a specific language or culture. There are innumerable of translators must work on this kind type of a text written translation.

For an instance, if that translator translates the minutes of an Indonesia - West Australia meeting, the social setting ready to take care of a large portion of their issues is generally that of the meeting itself. To that degree, the translation writings relate to explicitly intercultural circumstances, if not to

socially created intercultural. However, a translator isn't exactly an educator (Pym, 1995). The relations are quite unique. In the language class, the teacher can expect a specific power. In the translation circumstance, the maker of the source language holds the authority; the translator just offers an assistance intended to broaden that legitimate status across language limits. To be sure, since the phrased substance of the language source contains its very own lot interpretation, the definitive author, in a place of relative force, is mentioning to the translator what terms to utilize.

1.5.3 Translation Strategies

Baker (1992) listed eight strategies, which have been used by professional to solve problems that are problematic when translating text:

a)   Translation by a more general word (superordinate)

This first step is one of the most common strategies for dealing with many types of nonequivalence words. As Baker (1992) stated, it works well in most languages, because in the semantic field, meaning does not depend on language.

b)   Translation by a more neutral/less expressive word

It has something to do with the differences in expressive meanings or semantic field of structure.

c)   Translation by cultural substitution

This strategy involves replacing a culture-specific item or expression with a target-language item which does not have the same propositional meaning but is likely to have a similar impact on the target reader. The advantage for using this strategy is to give the reader a concept to make them be able to identify something (Baker, 1992).

d) Translation using a loan word or loan word plus explanation

This strategy is dealing with culture-specific item and modern concept words. It accompanies with a loan word and explanation.

e) Translation by paraphrase using a related word

This used when the concept expressed by the source item is in a process of lexicalization in the target language but in a different form.

f) Translation by paraphrase using unrelated words

This strategy using the paraphrase that may be based on modifying a superordinate, the meaning of the source words, mainly if the word is semantically complex.

g) Translation by omission

If the meaning from the source language is not vital enough to translate and it accompanies with lengthy explanations that it'll distract the readers, translators can simply omit translating the word or expression.

h) Translation by illustration

The use of illustration when the words do not have equivalent in the target language.

1.5.4 Translation Criteria

Many theories existed to help translating effectively. An effective translation needs to meet the parameters (Baker, 1992). It consists of six criteria, which are already in a hierarchical order. Those criteria are:

1. Equivalence at Word Level

Like Baker said that word is the smallest unit which we would expect to possess individual meaning. She discusses that the translation problems have a potential to arise from lack of equivalence at word level. It resembles what is said by Baker about the inquiry of an interpreter do when there is no word in the target language, thus which word is the correct one to express word in the source language yet has the similar meaning. It is extremely crucial to have a knowledge of what a word is, whether it is the main core meaning in language, the meaning which can be delivered and how languages diverge in the way they choose to express in certain meanings. This case most likely appears when translator is translating a slang or term.

2. Equivalence above word level

In equivalence above word level, Baker (1992) considered one step further to analyze what will happen when the words combining with another to form stretches of language. Combined words can sometimes be misleading for translation. If the translator does not know the correct meaning of the combined words, the whole result of the translation will be weird to read.

3. Grammatical equivalence

Grammar is a rule that determines units such as words and phrases to be integrated in language and type of information that must be conveyed explicitly in speech. It is based on the main dimension of syntax and morphology. Morphology covers the structure of words while Syntax covers the grammatical structure of groups, clauses and sentences. A language can express all of information that need to be disclosed by the speakers, but the grammatical system of a language will determine the ease with which certain ideas such as time or gender references can be made explicit.

In translating, translators also need to be careful in the grammar section. In some cases, different grammatical order has the potential to have different meanings. Some source languages may have different grammatical order from the target language, this is why the translator need to take a caution before translating the text.

4. Textual equivalence: thematic and information structures

One of the most important functions of information dynamics is to connect sentences with their environment in a way that allows information to flow through the text in the desired purposes (Enkvist, 1978). That is why a translator need to choose the words correctly in order to deliver the information.

For example:

1. A few dim blue lights partially illuminated Tine's room.

Beberapa lampu biru redup menerangi sebagian ruangan Tine.

2. Sarawat is a nice guy, but a little dim.

Sarawat adalah pria yang baik, tetapi sedikit redup.

The last sentence is delivered incorrectly, these two sentences have the word "dim" but it has different thematic. The word dim in "Sarawat is a nice guy, but a little dim" should be translated into *"Sarawat adalah pria yang baik tetapi sedikit kurang pintar*" while the first sentence is delivered correctly.

5. Textual equivalence: cohesion

According to Baker (1992), grammar and lexical are the important part of cohesion that links various parts of a text. Every language has its own pattern to pass on the interrelationships of people and occasions; in no language may these examples be disregarded, if the interpretation is to be comprehended by the readers (Callow, 1974).

6. Pragmatic equivalence

After dealing with the textual equivalence, the next is to deal with the implementation of the text in the utterance, or more specifically coherence. In this last section translator need to arrange the words and sentences with wisely diction to make the text understandable to be read by the people who read the translation; due to not a lot of people have the same knowledge.

1.6 Methods of the Report

1.6.1 Location and Participant

The writer conducted a study case in Governor office especially in Public Relations and Protocol Bureau to the minutes meeting of Western Australia – East Java Province Government. The writer did not make any specific criteria for people who involved in this minutes meetings due to the various ages, nationality and gender.

1.6.2 Data Collection

In order to gather the data, the writer used several instruments below:

1. Observation

Observation was used to discover the right criteria and strategies in translating the minutes meeting between Western Australia – East Java Province Government. Through this observation, the writer could find the few of uncommon terms, the strategies and the criteria to overcome it as well. In this case, the writer used her internship weekly report that she wrote every week during her internship program.

2. Minutes Meeting Text

The writer used a minute meeting text as the instrument to collect the data. The writer collected all of the minute meetings that have been archived and the recent minute meeting which she has done during the internship program then selected which one is perfect to be observed.

1.6.2.3 Data Analysis

In terms of data analysis, the writer used triangulation of data collection

techniques below to answer the statement of problem in point 1.2.

Units of Analysis	Data Collection Techniques
Unusual terms of minutes meeting between Western Australia – East Java Province Government	Observation Discussion with fellow interns
The concept of sentences of minutes meeting between Western Australia – East Java Province Government	Weekly reports Minutes meeting Journal

Following up the table above, the writer analyzed the data collection from

each of instruments separately based on the units of analysis. After the writer

find the patterns of each data, she collected the result of the data to answer the

statements of problems.

1.7 Framework of the report

PROBLEMS

1. What strategies are used in translating Meeting Notes of Western Australia – East Java Provincial Government Delegation Meeting from Indonesian to English?
2. What criteria are used in translating Meeting Notes of Western Australia – East Java Provincial Government Delegation Meeting?

DATA COLLECTION

1. Observation.

2. Discussion with fellow interns.

3. Weekly report.

4. Minutes meeting.

5. Journal.

PROCESS

1. Finding the pattern strategies, criteria of meeting notes translation that can make readers to get information easily.
2. Recapitulating data obtained from journal, communication with senior colleagues, and the result of translation.

OUTPUT

1. The strategies used in Translating meeting notes of Western Australia — East Java Provincial Government Delegation Meeting.
2. The criteria used in Translating meeting notes of Western Australia — East Java Provincial Government Delegation Meeting.